



SEPTEMBER 2017

Grade 9 Welcome Letter

Dear Students and Parents/Guardians of Christ the King Catholic Secondary School:

As you continue to enjoy your summer vacation, I am sure you are thinking of, and looking forward to the first day of school at Christ the King. Classes resume on **Tuesday, September 5 at 8:25 a.m.** and the school day ends at **2:30 p.m.**

I cordially invite **all Grade 9 students to attend our Grade 9 Orientation session on Thursday, August 31st at 9:00 a.m.** in our theatre.

The purpose of the day is to prepare students to have a seamless and less stressful transition into our Catholic Learning Community. Through group activities and team games, students will meet new grade 9 students and staff. We will lead students on a tour of the school and provide them with their timetables. Our student leaders will welcome students and answer any questions and concerns they may have from a student perspective.

You will be addressed by our school administration and members of our teaching staff. Our student Mentors will be available to assist with the tours, etc. In addition, we will be treating you to a barbeque that will follow a series of activities that will help you acclimatize to your new learning environment and peers. Furthermore, you will receive your timetable, your locker number, and you will have the opportunity to walk through the school to locate your classrooms and your locker.

On our website, www.ctk.ca, parents will find our **Uniform Policy, Late Policy and Attendance Policy and Catholic School council Nomination Form**. It is important to review these carefully so you will have a clear understanding of policies and expectations. All students are expected to be in **full uniform** on Tuesday, September 5, the first day of classes. ISW Uniforms is our official uniform supplier; their phone number is 905-864-4222. The code for Christ the King is **HCTK**.

Students registered in a **Physical Education** course are required to wear a Phys-Ed uniform; the price for the shorts are \$25.00, the tops are \$20.00, girls athletic tights are \$55.00, track pants are \$30.00. We also have packages available, they are as follows: Male Package, 2 tops, 2 pair of shorts for \$85.00, Female Package, 2 tops, 1 pair of athletic tights, 1 pair of shorts for \$115.00 (including taxes). You may purchase these from your Phys-Ed teacher during the first week of classes in September.

At *Christ the King*, we will continue to strive to create a “**minimized allergen environment**”. Some of our students have life-threatening allergies to certain food products and all types of nuts. While we cannot guarantee a “peanut-free” school, we hope to enlist your support by helping to make our school as realistically as possible a “**minimized allergen environment**”. As such, we ask you to bring lunches and snacks free of any peanuts or nuts. We thank you in advance for your support and understanding.

We will undertake a number of **routine safety procedures** that will help our school prepare for an emergency situation. While we cannot predict an emergency, we will do our best to practice and prepare

for emergency situations. Each semester, we will hold 3 fire drills/emergency evacuations. As well, we will hold a practice of a “lockdown” drill twice during the year. In a lockdown, we will teach students and staff to secure themselves in a locked classroom.

To further ensure a **safe and positive learning environment**, a **uniformed commissionaire** will also be on staff at *Christ the King*. The commissionaire’s main role is to provide visible and active supervision throughout the school day. The Commissionaire Program is in all Halton Catholic Secondary Schools.

At *Christ the King*, we will continue to promote a **safe, inclusive, and positive learning environment** where all students belong. We will **never knowingly tolerate** any form of physical, emotional, verbal or sexual harassment, intimidation or bullying as well as any type of initiation or hazing. This is also consistent with our Board’s Safe School Policy.

We remind all students that you may **not sit on the floors anywhere in the building**. This impedes full access to many of our special education students who require the entire width of the hallways. In addition, this is a general health and safety concern.

Our Catholic School Council will be holding a “gently used” uniform sale on **Thursday, August 31** from 11:00 a.m. – 2:00 p.m. (cheque or cash only please).

Please note that all **important dates and the Christ the King calendar** are posted on our website at www.ctk.ca.

Please note that students will take home all progress reports and report cards.

If you have any questions or concerns at any time regarding the academic progress of your child, please contact your child’s subject teacher at any time during the semester. You **do not have to wait** until a Parent-Student-Teacher Interview Night. At any time, you may access your child’s marks, following a reporting period, attendance, and timetable using our SIS system at www.hcdsb.org/sis.

To further enhance communication between home and school, we are maintaining our on-line tool where information, newsletters and attendance can be **e-mailed directly** to your most consistent e-mail address.

We look forward to seeing all Christ the King students on **Tuesday, September 5, 2017** – the first day of classes. Please be completely prepared – in full uniform and with all your school supplies. Together, we will continue our journey as a strong and vibrant *Catholic Learning Community - Christ the King Catholic Secondary School*.

We look forward to a great year!

Sincerely,

Mrs. L. Triantafillou
Principal

Mrs. S. Ellison
Vice-Principal

Mr. P. Nalli
Vice-Principal

Mr. K. Wong
Vice-Principal



A NOTE FROM THE VICE-PRINCIPALS

July 2017

Due to limited space in the Student Agenda, it is impossible to print every rule, regulation, and/or school policy. The following are for your benefit:

The role of the Vice-Principal in the school is to support staff and students in maintaining a safe and respectful environment in which to support student success in a Catholic Learning Community. One part of the role is to ensure that students are informed of and understand school procedures and policies, and are aware of consequences that may occur if they do not adhere to these policies. It is impossible to print every rule, regulation, and/or school policy, but the following can act as a guideline:

- It is better to come to the office when a problem arises rather than risk further escalation of the problem and/or consequences (problem solving/conflict resolution).
- All students will **accept the direction of all staff at all times** - all adults in the building are considered staff including Custodians, Cafeteria Staff, Commissionaires, Librarians, Secretaries, EAs and all Teaching Staff.
- Failure to follow any direction from staff is defiance and may result in suspensions
- The following may result in lunch/after school detentions, or suspension:
 - When a student fails to report to the office immediately after being sent out of class
 - When a student fails to report to class immediately after he/she receives a late slip from the Attendance Office
 - When a student fails to give his/her name, provides a wrong/false name, and/or fails to follow any direction from staff (such as when a staff member asks for hats, cell phones), this is defiance.
 - The inappropriate use of electronic devices
 - Missed detentions = withdrawal of school privileges and may result in suspension
- Students are expected to follow their timetables, students are not permitted to go to the library during their scheduled classes
- Uniform code is enforced. **No uniform = no class**; students must be in uniform at all times during the day (including lunch); civvies day dress code will be enforced; detentions may be assigned for uniform infractions, followed by a suspension if the problem persists.
- Students, who leave at lunch hour and change out of uniform, must immediately go change into their uniform upon return to school.
- The Office is not responsible for personal possessions (includes confiscated items) – **please leave all valuable items at home** – if you insist on bringing them, please make sure that they are either with you at all times or safely locked in your lockers – **NEVER** bring them to the change rooms or leave them unattended anywhere in the building.
- Smart phones, Cell phones, pagers, video/camera phones, cameras and recording devices must be silenced and securely stored by the owner/user while on any Board premises. **Neither the school nor the Board assumes responsibility for the safety and security, loss, recovery, repair or replacement of these devices.** The use of smart phones, cell phones or other personal electronic devices in classrooms is at the discretion of the classroom teacher.
- Personal electronic devices are banned from all test and examination rooms. Consequences up to and including suspension and/or expulsion, as appropriate, may be applied (Board Policy I-43).

- The use of any personal electronic device in a manner that interferes with or disrupts any form of academic instruction (teaching-learning activity) in any classroom or other instructional space is strictly prohibited and may be subject to discipline up to and including suspension, expulsion or exclusion from the Board premises.
- A student must sign in/out of school through the attendance office prior to leaving - not signing in/out is considered truant even if you have a note/parent call after the fact.
- Students signing in to class late through the office must report directly to class.
- If a teacher is not in your classroom, remain in class: send one student to notify the office.
- Students must be in the locker assigned to them; students are financially responsible for any damage done to their assigned lockers. Lockers must be cleared out by the last day of exams; lockers are the property of the school and can be opened by the Administration at any time.
- Detentions are a type of consequence assigned to students for failure to follow school rules; missed detentions may result in suspension.
- While on suspension, it is the responsibility of the student to keep up with class work.
- Smoking and vaping are prohibited on school property. Any student smoking or vaping on school property will be suspended and will further be reported to the Health Unit where a fine may be imposed for violating the Smoke Free Ontario Act.
- Chewing tobacco/snuff and electronic cigarettes are also prohibited on school property.
- No back packs, bags or large purses are allowed in classrooms, the library or cafeteria serverly.
- Student parking spaces are limited. Students must complete an application form in order to obtain a parking permit from the office to park on school property. Student parking on west side of building only – there is no parking behind cafeteria.
- Food and drink of any kind should be in the cafeteria only; no food/drinks in class/halls.
- Students are not to sit on the floors anywhere in the building at any time.
- Electronic devices of any kind are to be used in designated areas only. No unauthorized voice, photographs or video recording shall be allowed in any classroom or school grounds
- Students are not to be in hallways on 1st, 2nd and 3rd floors until 10 minutes before the end of a class.
- Students are not permitted to loiter in any area of the school after school hours

Parental support of school/board policies/procedures is necessary; students should not disregard any staff instructions related to these policies/procedures.

Notwithstanding the above, the Administration will take immediate and appropriate action in any situation involving the welfare of students and staff.



For where two or three are gathered in my name, I am there among them. (Matt. 18:20)

CHRIST THE KING CATHOLIC SECONDARY SCHOOL

STUDENT ATTENDANCE POLICY 2017-2018

Christ the King Catholic Secondary School actively encourages and promotes regular attendance. Educational research has consistently shown that a student's progress and academic success are closely related to regular attendance and participation in the day to day activities of the school.

Christ the King has a 5-10-15 Attendance System. Frequent absences from school jeopardize a student's successful completion of a course (OSS 6.4). **Ultimately, responsibility for attendance lies with the student and parent.**

The 5-10-15 attendance system is for *all* absences (withdrawal from class due to lateness or for being out of uniform, illness, vacations, appointments, parent withdrawal). Approved absences due to school activities (retreats, field trips, and athletics) are included in the 5-10-15 attendance totals. Although trips and vacations may provide diverse learning experiences, the school does not support travel or vacations during class time. The content covered in each course is important and requires daily attendance. While parents may choose to travel during the school year, the time missed from class is recorded as an absence and counted in the total absence record for the semester. A significant number of absences places a student's mark and credit in jeopardy due to the loss of instructional time. Also, assessment and evaluation become problematic. Examinations and tests may not be rescheduled and a mark of zero (0) may be assigned to any test or examination missed. Parents/Guardians must communicate with the Administration prior to any vacation. The student must consult with his/her teachers, *at least one week* prior to the trip, and make notes on what will be covered in each course. Any assignments that are due while he/she is away are to be completed and handed in prior to the trip, at the discretion of the teacher.

- At 5 absences -** in any subject, the subject teacher will contact the parent/guardian to inform them of the attendance profile.
- At 10 absences -** in any subject, the subject teacher will contact the parent/guardian and the Vice-Principal to inform them of the attendance profile.
- At 15 absences -** in any subject, the administration will review, in consultation with the subject teacher, the progress of the student. The parent/guardian will be informed of the situation.

STUDENT ABSENCES

1. A phone call (or a note) from a parent/guardian to explain the reason for the absences is required for all absences. An answering machine is available for your convenience. If a phone message is not received, we require a written communication by 8:20 a.m. from a parent/guardian on the day the student returns to school
All absences from school must be justified by parents or guardians.
2. Students who are 18 years of age and older must complete the NOTE SIGNING PERMISSION FORM in order to sign their own notes. Students will then be allowed to sign themselves in or out of school if they have an appointment or are ill.
3. If a student must leave school before the end of the day, she/he is required to sign out at the Attendance Office. Students, under 18 years of age, will require the permission of their parents/guardians in order to sign out. Students are to submit notes for early dismissal to the Attendance Office prior to 8:10 a.m. on the day of the appointment.
4. ***If a student becomes ill while at school, she/he must report to the Attendance Office immediately.***
5. Students who miss class, without an acceptable reason from their parent/guardian, will be recorded as truant.
6. ***All submitted medical certificates must be date specific and must be submitted directly after the absence.***
7. **Missed Examinations, Culminating Activities, Tests and Assignments:**
Students are responsible for all course work and assignments while absent.
 - i) Any examination missed that is validated by a doctor's note may be rescheduled.
 - ii) Any examination missed due to vacation or truancy may not be rescheduled, and may be assigned a mark of zero (0).
 - iii) Any test missed due to illness may require a doctor's note to be rescheduled. Please see the Late/Missing Assessment Contract.

Note: Any notification of an absence due to a vacation or a family trip must be submitted in writing to the Principal.

Direct telephone line to Attendance: (905) 702-8435 (24 hours/day)

SUCCESSFUL STUDENTS

- Attend all classes
- Consult with teachers
- Hand in assignments
- Take pride in themselves and their accomplishments
- Study and complete homework daily

ABSENCES OCCURRENCE

ACTION

1 to 5

Absences

10 Absences

- Teacher discusses absence(s) with student
- Teacher to contact home
- Teacher discusses effect of absences on performance
- Teacher to contact home
- Teacher refers student to a vice-principal with previous history
- Vice-principal meets with student to discuss concerns regarding absences and contacts home. Co-Curricular participation may be in jeopardy

12 Absences

- Teacher discusses effect of absences on performance
- Teacher to contact home
- Teacher refers student to a vice-principal with previous history
- Vice-Principal meets with student to discuss concerns regarding absences and contacts home

> 15 Absences

Administration contacts home to arrange an interview with the student's parent(s)/guardian(s) to discuss the student's attendance profile. Interventions will be at the discretion of Administration.

TRUANCIES OCCURRENCE

ACTION

1st and 2nd Truancy

- Teacher/Vice-principal discusses truancy with the student
- Parent/Guardians will be informed
- Student must have a note from the vice-principal before returning to class
- Morning/Lunch/after school detention may be assigned

**Further
Truancies**

**The student may be withdrawn from school privileges
Morning/Lunch/after school detention may be assigned, suspensions may be issued.**

SCHOOL UNIFORM POLICY

Guidelines for Wearing the School Uniform

The school uniform unites us as a Catholic Learning Community. In deciding to attend *Christ the King Catholic Secondary School*, students and parents make a commitment to comply with and support the school uniform policy.

***ALL UNIFORM ITEMS ARE TO BE PURCHASED FROM**

ISW Uniforms

720 Nipissing Rd.

Milton Ontario

905-864-4222

CtK Code is HCTK

Girls' Uniform

- white French cut blouse with logo: short or long sleeve
- white golf shirt with logo : short or long sleeve
- navy pants must be hemmed, shorts must be hemmed
- navy long sleeved v-neck sweater, v-neck vest or polar fleece sweater, reversible fleece vest, fleece jacket with full zipper (all these items are with the school logo and are to be worn over a school blouse, school golf shirt or plain white turtleneck)
- CtK rugby style sweater
- solid coloured black shoes, no logos or markings of any other colour. All visible parts of the shoe must be black.
- no open toe/back shoes/slippers/sandals

Boys' Uniform

- white Oxford dress shirt with logo: short or long sleeve
- white golf shirt with logo: short sleeve or long sleeve
- navy pants must be hemmed; front hooks and zippers must be in working order. Shorts must be hemmed at the knee
- navy long-sleeved v-neck sweater, v-neck vest or polar fleece sweater, reversible fleece vest or fleece jacket with full zipper (all these items are with the school logo and are to be worn over school shirt or school golf shirt or plain white turtleneck)
- CtK rugby style sweater
- solid coloured black shoes, no logos or markings of any other colour. All visible parts of the shoe must be black
- no open toe/back shoes/slippers/sandals

Christ the King Spirit Wear

The grey Christ the King spirit hoodie is permitted to be worn over the school uniform. Hoodies must be ordered through coaches, advisors or supervisors of teams and school clubs/activities.

PLEASE NOTE:

- Students must be in complete uniform, worn properly and modestly, from 8:20 a.m. - 2:30 p.m. including lunch periods in all areas of the school.
- All clothing items must be the original style and condition. Ripped, torn or unhemmed items are not permitted.

- Non-school sweaters or sweatshirts and ripped out sleeves on sweaters are not permitted in the school at any time.
- A plain white short-sleeved t-shirt may be worn under school blouse, dress shirt or golf shirt and must not exceed the length of the shirt.
- **Jackets/coats and non-uniform sweaters/shoes are to be removed upon entering the building and arriving at the student's locker.**
- Hats are not to be worn inside the school.
- **Hats are never worn in the school, including, civvies days and exam days. Hats may be confiscated if worn in the building.**
- Bandanas, scarves and similar headwear are not permitted.
- Pajamas or pajama-like clothing is not permitted.
- The waist of the dress pants is to be worn at the student's waist; therefore, male students must wear a belt with the pants.
- Boots and shoes that cover the ankle are **not permitted** to be worn with the uniform. Shoes must have an enclosed toe and heel.
- Accessories (scarves, studded jewellery, heavy chains etc...) are not to be worn in the school at any time.

THE ADMINISTRATION RESERVES THE RIGHT TO DECIDE ON APPROPRIATE ATTIRE.

*Only students who are in complete uniform will be admitted to class.
"Out of Uniform = Out of Class"*

DRESS CODE GUIDELINES FOR NON-UNIFORM DAYS & EVENTS

- Clothing with inappropriate logos, sayings or pictures is not acceptable at school.
- Tank tops, halter tops, tops with spaghetti straps, crop/midriff tops, cut-off shorts and torn jeans are not to be worn at school.
- No bare midriffs or bare shoulders.
- Physical Education clothing should provide for comfortable, modest and safe movement during activities. Students who wear clothing which is either too baggy or too tight will not be permitted to participate in class.
- Shorts should cover to mid-thigh when seated.

**CHRIST THE KING CATHOLIC SECONDARY SCHOOL
LATE POLICY
2017-2018**

1. Students who arrive late to school due to an appointment etc. must sign in to the Attendance Office, with a note from a parent/guardian, in order to obtain an admit-to-class slip. Students who have parental approval for appointments etc. will then be admitted to class.

FOR ALL OTHER LATES:

2. Students who are less than 20 minutes late to any class AND who have **less than 5 lates** to that class are to go directly to the class and the teacher will deal with the matter in the following manner:
 - 1st Late: teacher conference
 - 2nd Late: teacher conference
 - 3rd Late: teacher conference
 - 4th Late: teacher conference & teacher contacts the parent
 - 5th Late: **the student is not admitted to class and is sent to the Attendance Office. This is considered a late no class. The student is recorded as Absent: Late-no class**
 - 6th Late: **Lunch/after school detentions**
 - 7th Late: **Lunch/after school detentions**
 - 8th + Late: **Withdrawal from school and/or suspension(s) at the discretion of school administration**
3. Students will not be allowed into class if they are **more than 20 minutes late** without parent verification; consequently, students **MUST** report to the Attendance Office for a late slip. The student may be sent back to class at the discretion of the classroom teacher and administration.

The late policy is intended to ensure minimal disruption to our learning environment and to promote self-discipline and time management skills.

LATES

If you are not in your period 1 class by 8:25 a.m. at the start of the Anthem and Morning Prayer, you are late.

After 8:45 a.m., report to the attendance secretary.

Students receiving a late slip must immediately report to the class, failure to do so may result in a suspension.

OCCURRENCE

ACTION

1 to 4 Lates

- Teacher **must** contact parents by at least the 4th late and **must** document date of contact on tracking sheet before student will be seen by the vice-principal

5th Late

- Student sent to the vice-principal with tracking sheet.
- Vice-Principal reviews late policy with student.
- Vice-Principal contacts parents and informs them that any subsequent late will result in a suspension.
- Attendance Secretary places students' names in database.
- Vice-Principal documents on tracking sheet and returns original to teacher's mailbox.
- Student will remain in the office for the rest of the period.

6th Late

- Lunch/after school detention

7th Late

- Lunch/after school detention(s)

8th Late +

- Withdrawal from school privileges and/or suspension(s) at the discretion of school Administration

Habitual lateness may result in student being placed on the late no class list

ELECTIONS

PRE-ELECTION QUESTIONNAIRE

You have indicated an interest in an elected position on our Catholic School Council. Please complete the following and submit the final product to me by Monday, September 11, 2017

The answers you provide will be reproduced and will be available to the parental community prior to the elections for positions on our Catholic School Council.

Your completion of the questions and submission to me of same is permission for them to be reprinted and distributed as outlined.

QUESTIONS

- (1) My background would be an asset on our Catholic School Council.
Explain in 250 words or less.

- (2) I am interested in being a parent representative on our Catholic School Council because:
Explain in 250 words or less.

Last name: _____ First Name: _____
(print) (print)

Signed: _____

Halton Catholic School Council
Nomination Form

School: _____

Candidate's Name: _____

Address: _____

Home Phone: _____ **Business Phone:** _____

- In accordance with the Halton Catholic District School Board Policy on School Council, I declare that I, _____ am eligible to become an elected member.

Signature: _____

All Positions

- If elected, I fully understand and agree to support my roles and responsibilities as a member of this School's Council, as outlined in the Halton Catholic District School Board Policy on School Councils and in the Halton Catholic District School Board Operations Manual on School Councils.

Signature: _____

This form must be completed in full and submitted to the Principal of the School by 4:00 p.m.

ON:

DUE DATE: Monday, September 11, 2017

RECEIVED BY: _____ **DATE:** _____ **TIME:** _____



SPRING/SUMMER TRANSPORTATION NEWSLETTER SECONDARY STUDENTS



Providing transportation services to students of the Halton District School Board and the Halton Catholic District School Board

BUS PASSES

Bus pass labels are provided to the secondary schools in September and the school will distribute to students eligible for transportation.

Once schools have distributed the school student ID cards, the bus pass label should be placed on the ID card. This tells the bus driver which route the student is assigned to and that the student is eligible to ride the bus.

STUDENTS MUST SHOW THEIR BUS PASS TO GET ON THE BUS, WHEN REQUESTED.

Checks will start by the end of September and throughout the school year.

MOVING?

Contact the school regarding any address changes. The school will then notify HSTS and any necessary changes will be made.



COMMUNICATION...

All updates to student contact information/address changes **must** be provided to the school. The school will provide the information to HSTS.

Any bussing concerns, inquiries, issues, contact the bus company directly or HSTS at ...

TRANSPORTATION ELIGIBILITY FOR SECONDARY STUDENTS



When students enter high school, the Board's minimum distance requirements for transportation eligibility changes along with the distance to bus stop criteria.

Secondary students must meet the following minimum distance requirements to qualify for transportation to their Board designated secondary school:

Grade 9 to 12

Greater than 3.2 kms

Home to Bus Stop placement: **Up to 1.6 kms (Grade 9-12)**



VISIT US ONLINE AT HALTONBUS.CA



***Parents/guardians are responsible for finding out if their child is eligible for transportation and retrieving student transportation schedules at haltonbus.ca.**

Are you eligible for Transportation?

Go to haltonbus.ca and click on Am I eligible for Transportation?

Optional Attendance/ Cross boundary students as well as non resident students are not eligible for transportation services. Some Board approved programs do not provide transportation to/from the program so check with your school board.

Student Transportation Schedules

Go to haltonbus.ca and click on Student Bus Schedules. Please note that:

- You will need your 9 digit OEN number to log into the secure portal.
- Students/Parents are responsible for finding out their transportation schedule for the upcoming school year.
- Transportation schedules will be available online the third week of August.

Stay Informed with Late Bus Email Notifications: Sign up to receive an email notification if your bus is delayed or cancelled due to inclement weather. This can be done when you login to access your transportation schedule or under the Delays tab at haltonbus.ca.



Leave something on the bus...?

Contact the bus company directly (contact information @haltonbus.ca), you will need to provide your bus route #.

Keep your Route # and OEN # handy!

you will need to provide your Ontario Education Number (OEN) and route number if you need to contact HSTS.

Courtesy Seat Application forms ...

must be completed and submitted to the school on an **annual basis**.

