



SEPTEMBER 2017 – INFORMATION UPDATE

Grade 10, 11 and 12 Students

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.

Students in grade 10, 11 and 12, may access their timetable – after **September 1** on the Student Information System (SIS) online at www.hcdsb.org/sis using your student number and birth date. If you do not access your timetables using the SIS system, you will receive your timetables in your **Period 1 class on Tuesday, September 5**. To locate your Period 1 class, please go to the hallway outside of the Student Services Office or the cafeteria as soon as you arrive at school on September 5 and find your name/period 1 class on the alphabetized list, then proceed to your period 1 class. Your homeroom teacher will have your timetable. All lockers are assigned and **all students must use the locker assigned to them**. Locker numbers are listed on the top right corner of your timetable.

For students who require a timetable change due to either a course failure or a summer school update, please contact Student Services at 905-702-8838 ext. 2005, on August 28th, 29th, or 30th to see a Student Services Counselor. Please note there will be no timetable changes for any other reasons during this period.

On our website, www.ctlc.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.ctlc.ca under ‘Important Dates’.

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. If you would like to email the subject teacher you can locate this information at www.ctlc.ca under contact us.

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 phone, 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 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.





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*.

