



STUDENT HANDBOOK

Christ The King Academy

440 First Street West | Brooks, AB T1R 1L7 | Phone: 403-362-4767 | Fax: 403-362-8413



SCHOOL TIMES

Monday - Thursday: 8:30 – 3:25

Friday (Early Dismissal): 8:30 – 12:07



WELCOME

Welcome to Christ The King Academy. Our goal is to offer strong academic programming within a faith centred environment. Our staff, students and parents work together to build a community that celebrates the gifts God has blessed us with and the uniqueness of each individual. Christ the King Academy is faith; it is academics; it is arts, athletics, and social events; it is one community. Administration and staff of Christ the King warmly welcomes you to our community!

THE CULTURE OF CTK

Christ The King Academy and Christ The Redeemer School Division believes and adheres to a philosophy of “Leave Not One Heart Behind” in all of our educational experiences, values and beliefs! This philosophy is supported, nurtured and enhanced by our school and division-wide pillars of Learning, Faith, Safe and Caring, and Stewardship of Resources. These pillars provide the foundation of a successful educational experience! The philosophy of Leave Not One Heart Behind along with the four pillars have built a culture at Christ the King Academy that we are extremely proud of! Culture binds people together! It influences how people behave, what they think, and how they feel in a school setting. Culture is the way things are done and it serves as a way of life. Culture is created through relationships, experiences and is reinforced through traditions, rituals and ceremonies.

Culture is defined and experienced in layers:

1. Our **values**: why we do things the way we do.
2. Our **activities**: how we do things in our school
3. Our **objects**: what our culture looks like (décor, posters, facility, hallways and classrooms, etc.)

Culture is formed and perpetuated through **symbols, rituals, ceremonies, stories** and **legends**.

Christ the King Academy staff is dedicated to building a school culture that is faith-oriented, academically focused, inclusive for all, as well as safe and caring! We commit our energies into assisting every child in order that they may accomplish their very best in all areas of their lives.

CHRIST THE KING ACADEMY IS A PEANUT BUTTER & WHOLE NUT SAFE SCHOOL

CHRIST THE KING ACADEMY'S CORE VALUE STATEMENTS

Christ the King Academy is a learning community where we go above and beyond in supporting and strengthening the overall moral and academic successes of each person in our school.

*At Christ the King Academy we **respect** ...*

Ourselves, our peers, the school property and the importance of education.

*At Christ the King Academy we **affirm**...*

The abilities, talents, dreams and goals of every person.

*At Christ the King Academy we **emphasize**...*

A safe and caring environment where children can grow.

*At Christ the King Academy we are **dedicated** to ...*

Helping each person develop to their fullest potential.

*At Christ the King Academy we **believe**...*

That every child CAN succeed in their learning.

*At Christ the King Academy we have a **commitment**...*

To giving our very best to every child in our care.

SCHOOL POLICIES

ATTENDANCE/LATES

Students are expected to be on time for school and all classes. It is important for children to recognize the importance of attendance and arriving to school on time. Punctuality is an expectation at CTK. Arriving on time to each class demonstrates respect and sets up a student for academic and social success. Students arriving late will require a late slip from the office before going to class. **Parents are asked to call the school (403-362-4767) if their child will be away or late for any reason.** If a student is absent and the school has not been notified, we will call the parents to ensure the safety of all students. Persistent tardiness and absence may result in discussion and/or consultation with parents, Christ the Redeemer Attendance Office or other appropriate personnel.

Success in school requires consistent attendance. Chronic absences and lates put any child at high

risk! These children:

- Fall quickly behind in their schoolwork
- Feel overwhelmed when they cannot keep up
- Lose contact with their teachers and peers
- Begin to dislike school because they are not feeling part of the community
- Suffer low self-esteem due to repeated failure and the inability to achieve to their potential
- Are at a high risk of dropping out
- Are at a high risk of getting involved in dangerous activities

Vacations should be scheduled during periods of school vacation. Any student missing an unreasonable amount of time from school for reasons of illness may require medical intervention or assistance and a doctor's note may be required by the administration of the school.

ARRIVALS/DEPARTURES

Supervision of students begins at 8:25 a.m., students therefore should not arrive at school prior to that time. No students should be in the school after the 3:19 p.m. dismissal bell unless they are attending supervised activities for their grade.

ATHLETIC FEES

All students participating in extra-curricular sports will be required to pay a supplementary fee which will be paid through [School Cash Online](#).

BUSING INFORMATION

Bus routes for Christ the King Academy are arranged through Christ The Redeemer School Division. Any concerns regarding transportation should be directed to the Transportation Officer at [1-800-737-9383](tel:1-800-737-9383). Only registered bus students may ride.

Buses Not Operating Due to Poor Weather/ Road Conditions: If rural buses are not operating due to poor weather/road conditions in the morning, they will ***not*** operate in the afternoon. If rural parents drive their children

to school in the morning, they must be prepared to pick them up at dismissal time. If buses are not running, your bus driver will implement a phone fan-out to all families on that route as well as it being announced on Brooks' local radio stations, 101.1FM & 105.7FM, as well as on [Christ The Redeemer's web page](#) and [Facebook](#). If rural buses are not operating due to weather, Christ the Redeemer transportation will arrange for in-town pick up and drop offs.

EMERGENCY RESPONSES

Christ the King Academy will perform periodic fire drills, shelter in place, on alert, hold and secure, drop/cover/hold and lockdown drills to prepare and rehearse for unforeseen situations that could occur. Please see Emergency Procedures on pages 17 and 18 for further information.

FOOTWEAR

All students must have a second pair of shoes to wear for physical education classes. Shoes must have non-marking soles.

GOODWORKS

Christ the Redeemer School Division has adopted a Goodworks policy for all students. Students in grade 5-8 shall participate under the guidance of the classroom teacher in a class level service project.



LIBRARY

Christ The King Academy's library is a source of pride at our school. Students can be sure that every attempt will be made to meet their literary needs. In order to help the library operate smoothly, the following policies are:

- Two (2) books per student
- loan period of two (2) weeks (plus renewals up to 2 times)

Overdue Notices:

- 1st notice: reminder is given to student
- 2nd notice: note home requesting payment for book and loss of all library privileges
- 3rd notice: report cards are held until student records are cleared up

LOST & FOUND

Student items left lying around will be placed in the lost and found bin. Clothing items are removed on the first Friday of each month and donated to charitable organizations. All other items are disposed.

LIFE FRAMEWORK

Christ The Redeemer (CTR) Catholic Schools is committed to using the LIFE Framework as a guideline for the creation and operation of student groups that are comprehensive in their approach to inclusion and open to the exploration, in a Catholic context, of a variety of issues including bullying, sexual harassment, sexual orientation, gender identity, discrimination, justice, and respectful relationships and language. The LIFE Framework is the result of a provincial collaboration of Catholic School Jurisdictions. Each of our schools may be organizing LIFE Framework/Diversity groups. IF a student group such as this is formed in one of our CTR Catholic Schools, the school principal will communicate this news to parents.

LUNCHES

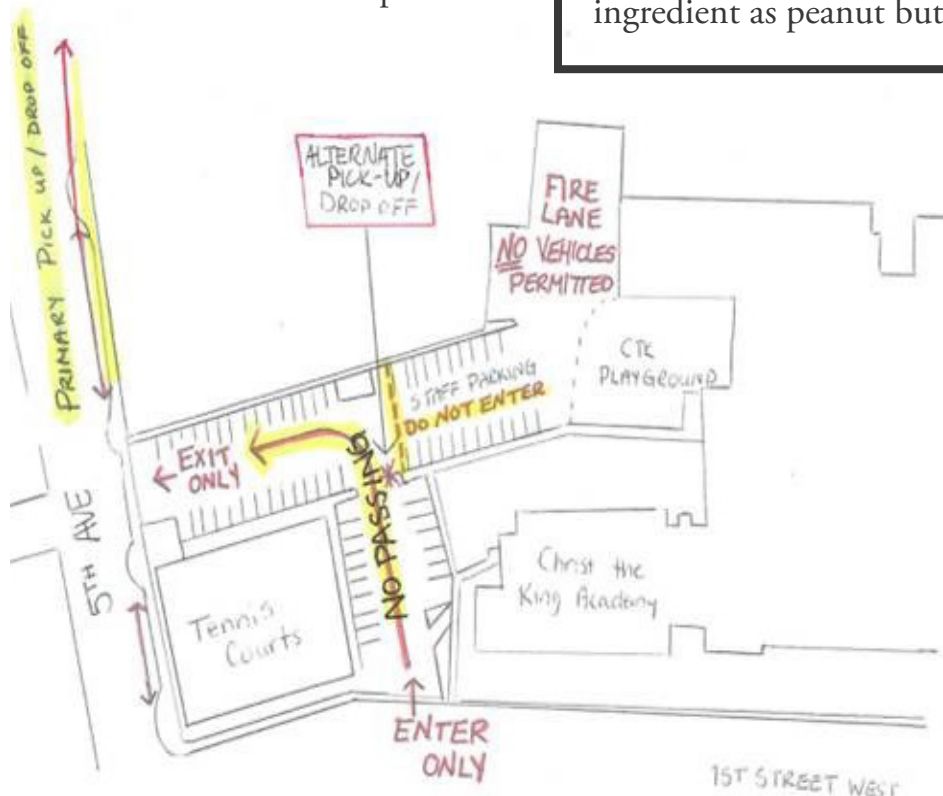
All students are expected to bring a healthy and nutritional lunch from home. Students that arrive at school without lunch items will be asked to call home to arrange for a food delivery. Microwaves will not be provided for warming lunches – please send hot meals in a thermos. **Cafeteria** is now available for ***lunch break only***; there is no access to the cafeteria from 8:45-12:40 for students to purchase items from the cafeteria directly. Students and parents have access to menu selections on the school webpage and school Facebook page. Grades 5 and 6 are to preorder their food through the office before 10 am. Grade 7 and 8 have the ability to go to the cafeteria or can pre-order as well. Payment can be by e-transfer, pre-order meal card, debit, or credit card. E-transfers can be sent to food4u2019@outlook.com or texted to 403-427-2111.

MEDICATION POLICY

If a child requires ongoing daily medication, parents must provide a school authorized form signed by their doctor to authorize the school to administer the medication. ***All medications must remain in the school office – students are not allowed to have it on their person.*** Children that have been prescribed a short term antibiotic will require their parents to come in and administer it if it is needed during school hours. The school does not carry medication for students such as Tylenol or Aspirin for headaches, etc. If a child is ill and needs a Tylenol, parents are required to come in to the school to administer or fill out the appropriate form, leave medication in the office, and the office staff will administer according to directions.

PARKING LOT

Parents must park in designated spots for the safety of all children. Handicap parking access is available. The fire lane is to be kept clear at all times.



OFFICE REFERRALS

Christ the King Academy has adopted an office referral discipline plan. When deemed necessary a teacher may determine that a student requires an office referral. These referrals document and track student discipline issues and are dealt with by administration. Continual referrals indicate a discipline problem that may require a parent meeting or in-school/out-of-school suspension.

PEANUT BUTTER & NUT ALLERGIES

Due to the number of children that attend our school with severe nut allergies, the following products are banned: The list provided below is not a comprehensive list: Peanut butter sandwiches, peanut butter cookies, chocolate bars with peanut butter, peanut butter puddings, peanut butter granola bars, whole nuts of any kind (almonds, cashews, pistachios, etc.), and any product that states a main ingredient as peanut butter.

Failure to comply may result in reporting license plate numbers to the City bylaw officer. Drop off zones are highlighted on the webpage and Facebook page. Please take note of these zones for the safety of our children.

RECESS

All students will be provided two breaks within the day. The first break will be 15 minutes between periods two and three. The second break will be for lunch and recreational activities. Students in grades five to eight will be expected to go outside. Additionally they may participate in the noon hour intramural programs and lunch clubs. If the combined temperature and wind chill of -25 degrees Celsius or colder occurs students will be directed to remain indoors. Please ensure your child is dressed appropriately for the weather.

SCHOOL CASH ONLINE

At Christ The King Academy, all parent forms, student permission forms and any money payable to the school will be done through [School Cash Online](#). If you are needing support with this, please call the school at [\(403\) 362-4767](tel:4033624767).

SMOKING/VAPING

Smoking/vaping is illegal under the age of 18 and is prohibited on school grounds.

SUPERVISION

Christ The King Academy believes student safety is a priority. Staff will provide supervision during all student breaks. Every effort is made to ensure that children are in a safe and caring environment.

VISITORS/PARENT VOLUNTEERS

Parents are welcomed to CTK and encouraged to participate in volunteerism in the classroom. Before commencing in the classroom, parent volunteers must complete a volunteer form provided by the



TRUANCY

Truancy is defined as a conscious decision to miss class. Any student late more than 15 minutes from class will be considered truant. Cases of truancy will be addressed by administration with escalating consequences.

principal, a criminal record check may be requested. If you are interested in becoming a parent volunteer, please contact the school principal.

GRADING, ASSESSMENT, & EVALUATION

RATIONALE

At Christ The King Academy we understand that student learning shall be assessed regularly, accurately, and fairly to meet the needs of each individual student. Furthermore, we believe that the purpose of assessment is to:

1. Gather information about student progress in order to improve teaching and learning within the classroom.
2. Provide students, parents and teachers with an accurate picture of student performance in relation to the goals and objectives of the Alberta Program of Studies.
3. Be done in the service of student learning; to promote growth and excellence within each student as an individual (Edmonton Public Schools).

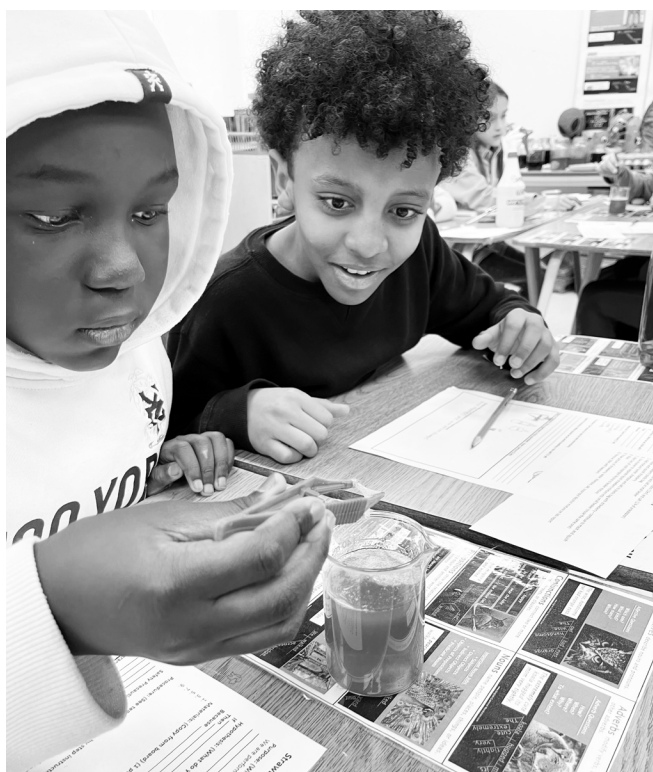
DEFINITION OF TERMS

Assessment is defined as “the process of judging the quality of student learning on the basis of established criteria and assigning a value to represent that quality. Assessment of learning provides evidence of student achievement over time using multiple sources of evidence” (Manitoba).

Formative assessment is used to gather feedback that can be used by the instructor and the students to guide improvements in the ongoing teaching and learning context. These are low stakes assessments for students and instructors (Formative vs. Summative Assessment).

Summative assessment is used to measure the level of success or proficiency that has been obtained at the end of an instructional unit, by comparing it against some standard or benchmark (Formative vs. Summative Assessment).

Communication is an essential component of assessment. An effective assessment policy will communicate to students, parents, other teachers, employers and post-secondary institutions, what students know and can do with respect to the curriculum. Christ The King Academy facilitates effective communication through PowerSchool Parent and Student access 24 hours a day. In addition, Parent/Teacher interviews are held twice a year to facilitate face to face meetings. Frequent phone calls and/or emails from school to home and home to school are encouraged.



CHRIST THE KING ACADEMY ASSESSMENT PHILOSOPHY

The primary purpose of assessment is to improve student learning. Christ The King Academy is a school of excellence and ethics. Excellence is defined as doing your best in all situations. Ethics is defined as doing what is right. A strong assessment policy for Christ The King Academy will help create the conditions needed to achieve both.

The Christ The King Academy assessment policy will address **excellence** by:

- Outlining clear outcomes, goals and expectations for learning
- Setting high standards of achievement
- Expecting top quality work

- Refusing to allow students to “opt out” of learning
- Using quality assessment measures

The Christ The King Academy assessment policy will address **ethics** by:

- Expecting responsible behavior from students
- Encouraging the virtues of diligence, honesty, integrity and accountability
- Supporting student efforts
- Ensuring that students feel capable, cared for and encouraged
- Expecting all students to complete their work and duty

CHRIST THE KING ACADEMY PYRAMID OF INTERVENTIONS

RATIONALE

It is the philosophy of Christ The King Academy that when students do not learn, our response will be immediate, consistent, and solution focused. The first response to academic concern resides with the teacher. The second and further

responses involve school wide strategies. As a result, a pyramid of interventions has been developed to provide strategic, systematic, school wide escalating interventions for students at risk.

TEACHER RESPONSIBILITIES

Rationale • Teachers will provide a classroom environment that is conducive to learning in addition to supporting our students in taking ownership for their own learning. As well as providing academic support for the student, teachers will support students in developing the skills that are needed to be lifelong learners.

- Teachers will ensure that grades are tied explicitly to curriculum outcomes.
- Teachers will follow the CTK Pyramid of Interventions when student expectations are not

being met.

- Teachers will assess using only curriculum-aligned assessment materials that employ multiple levels of thinking.
- Teachers will assign grades using appropriate and clear performance standards.
- Teachers will provide clear descriptions of achievement standards to students.
- Teachers will use formative assessment practices primarily to inform the teaching process.

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TEACHER RESPONSIBILITIES

- Teachers will involve students in the assessment process.
- Teachers will provide second chances for summative assessments.
- Teachers will provide students with descriptive, frequent and timely classroom assessment feedback. Students will be provided with a clear picture of their progress and learning goals and improvement will be encouraged.
- Teachers will provide extra help as needed.
- Teachers will provide accommodations for coded students.

ACADEMIC HONESTY

Rationale Assignments, quizzes, tests, and exams provide evidence of student learning. All work submitted must be the students' own work. Cheating and plagiarism will not be tolerated. Academic dishonesty includes cheating (eg. Using someone else's work, using cheat notes), lying (eg. lying about contribution to a group assignment, lying to obtain something like an extension), and plagiarizing (submitting or representing someone else's work as your own).

If a student is caught being academically dishonest on an assignment, quiz, test, or exam:

- He or she must re-write/re-do the assignment, quiz, test, or exam and it will be expected to be written the next day.
- A call home will be made by the teacher to notify parents.
- Documentation of the student's actions will be put in his or her file.
- Student will receive consequences through administrative action.

STUDENT RESPONSIBILITIES

Rationale At Christ The King Academy, we believe that successful students are active in the process of their learning, as well as accountable for their actions. Students will be successful when they fulfill their responsibilities as listed below. In order to be authentically assessed, students are expected to:

1. complete assigned work on time
 2. complete assigned work to an acceptable standard of quality
- Students are responsible for any homework or assignments issued in their absence (whether excused or unexcused).
 - Students who are absent for an exam, test or quiz are expected to make arrangements with the classroom teacher prior to the absence to reschedule.
 - Students are required to write the exam, test or quiz at the earliest convenience of both teacher and student.

Participation:

- Students are expected to attend all classes.
- Students are expected to actively participate in their learning. In courses where participation is a learner outcome, this will be an assessed component of the class.

In a student's absence, extra help will be given when the student has:

- gathered any notes or handouts issued in their absence
- shown evidence that work has been attempted

HOMework POLICY

RATIONALE

Homework is an **essential** component in a child's learning. Homework:

- reinforces basic concepts
- extends school learning
- develops necessary study and work skills.

Christ The King Academy is committed to academic excellence. It is our expectation that all students will work to their full potential. It is our expectation that all students will complete home learning assigned by the teacher and will complete that work within the designated time allowed. It is our expectation that parents will be part of the essential link between home and school by:

- supporting academic expectations
- monitoring student work and study time at home
- providing appropriate tools and work areas at home
- remaining in communication with teachers regarding student progress and achievement.

In order to ensure student success in the home learning aspect of our programming, the following structures and routines have been implemented:

- all students have received agenda books and are required to record homework assignments each day
- parents are asked to sign agenda books each evening indicating that the homework has been completed
- teachers will contact parents by phone or email when incomplete homework is an issue
- Parents may monitor homework concerns via the PowerSchool Program

*As educators, we at Christ The King Academy are very concerned about students who **choose** not to complete assignments and homework. These students are at high risk for:*

- poor grades
- underdeveloped or non-existent study skills
- falling behind in school
- repeating the grade
- dropping out of school

How Much Time?

In general, the time students spend on homework will depend on the time of year, topics being covered and nature of the subject. Some guidelines suggest:

- daily reading 20 minutes
- homework 20 - 30 minutes

How do students and parents ensure that homework is completed as efficiently and beneficially as possible?

- set up a routine at home that does not change from day to day
- ensure that a quiet, comfortable area with adequate materials is available for homework time
- discuss concerns or questions with the teacher early in the learning process.
- Reward successes. Be proud of achievement! Compliment hard work!
- Check your child's homework and assignment completions regularly on PowerSchool

STUDENT CODE OF CONDUCT

BULLYING

Bullying is defined as, “Repeated and hostile or demeaning behavior by an individual in the school community where the behavior is intended to cause harm, fear, or distress to one or more individuals in the school community, including psychological harm or harm to an individual’s reputation.” Bullying can take varying forms including physical bullying (pushing and hitting), verbal bullying

(name calling and threats), social bullying (exclusion and rumors), and cyberbullying (using computer or other technology to harass or threaten). Bullying behavior will not be tolerated at any level and teachers will immediately intervene whenever such behavior is witnessed or reported. Depending on the intent, severity and frequency of the bullying, escalating consequences will apply.

BULLYING VS CONFLICT

Bullying differs from conflict. Conflict is defined as “a disagreement or struggle over opposing beliefs, needs feelings, or actions” and is a normal part of life. Students and adults can benefit from learning how to resolve conflict peacefully and

recognizing the difference between conflict and bullying. All inappropriate and hurtful behavior will be addressed; it is important to identify what the behavior is in order to resolve the situation effectively.

BUS CONDUCT

Students riding the bus must remember that they are responsible for their conduct to the bus driver and to the school. All school rules apply on the bus. Violation of any bus rules will lead to loss of riding privileges.

CELL PHONES

Cell phones are to be stored in student lockers and turned off. Any student caught using their phone during school hours will have their phone confiscated for a period of time by teachers and/or administration. A parent must come into the school to pick it up.

CHEATING

Cheating comes in many forms and will be dealt with by the teacher immediately. Turning in a plagiarized assignment or cheating on an exam will result in an automatic 0% and intervention by the principal.

CLASSROOM DISRUPTIONS

All students have the right to learn in a pleasant and positive learning environment. Students who interfere with others’ rights by calling out, moving about the room, ignoring teacher instructions, talking to or annoying other students will be dealt with by the teacher. When disruptive behavior is persistent, more severe consequences will be invoked.

OFF-CAMPUS POLICY

Grades 5-6: Students attending Christ The King Academy in grades 5 – 6 are required to remain on the school grounds from 8:30 – 3:19. Only students going home to eat are permitted to leave at lunch hour as long as parental permission is communicated to the administration team of the school.

Grades 7-8: Students attending Christ The King Academy in grades 7-8 are required to remain on the school grounds from 8:30 – 3:19 except for the lunch break. Students are permitted to leave the school grounds if they choose, however, they are welcome to stay and participate in lunch routines. Students who leave are asked to return on time and their behaviors are reflective of being a royal and noble disciple of Christ in the community.

Exam Week:

CTK is an open campus for grade 7-8 students during their exam week. Students may leave campus after their exam.

DISCRIMINATION & ANTI-RACISM

Discrimination is defined as the treatment or consideration of, or making a distinction in favor or against, a person or thing based on the group, class, or category to which that person or thing belongs rather than on individual merit. The Alberta Human Rights Act prohibits discrimination on the basis of an individual's race, color, ancestry, place of origin, religious beliefs, gender (including pregnancy, sexual harassment and gender identity), physical disability, mental disability, marital status, family status, source of income, or sexual orientation.

Racism is defined as a belief or doctrine that inherent differences among the various racial groups determine cultural or individual

DRESS CODE

Modesty • Clothing that is revealing is inappropriate. All students are expected to dress in a manner that is appropriate for a Catholic setting. How a person dresses is an outward expression of respect for themselves and others and should not detract from the learning environment. Students are expected to dress, therefore, in a manner that demonstrates modesty in a scholastic or educational setting. Messages on clothing that display or promote issues such as sexuality, discrimination, hatred, violence, profanity, obscene gestures, or the use of alcohol or drugs are inappropriate. The [CTR Dress Code for Students Administrative Procedure](#) is available on the CTR website.

achievement, usually involving the idea that one's own race is superior and has the right to dominate others or that a particular racial group is inferior to others. This includes the process of marginalization, exclusion, and discrimination against those considered "different" (physical attributes, heritage country, cultural traditions) from dominant societal norms. Racist behaviors may include, but are not limited to, verbal aggression (use of the "N" word, commenting on skin tone or ethnic name, microaggressions, racial jokes), physical aggression because of race, social aggression (exclusion based on race), cyber aggression (any online communication that marginalizes, excludes, or discriminates). Racism will not be tolerated. Any discriminatory or racist behaviors that are reported to an adult will be fully investigated and consequences will be given that represent an appropriate response equated to the seriousness of the offense.

STUDENT CODE OF CONDUCT

DRUGS/DRUG USE/ALCOHOL

The use of drugs or alcohol is strictly prohibited. Drugs and alcohol will require immediate administrative intervention.

FIGHTING

Fighting with malicious intent will require immediate administrative intervention.

RESPONSIBLE USE OF TECHNOLOGY

All computers at Christ The King Academy are accessible to the internet. All students and parents are required to sign an [Acceptable Use policy](#) before permission will be granted for students to use the internet. Students accessing Christ The King Academy technology are expected to behave in an

HATS/CAPS

Students are allowed to respectfully wear hats/caps in appropriate settings in school.

appropriate and respectful manner. Failure to do so will result in an immediate suspension of computer privileges and/or administrative intervention. Our school is a community of faith, acceptance, and interaction with others and therefore we place priority on human communication and interaction over immersion in technology and isolating oneself through technology.



ROLLERBLADES/ SKATEBOARDS/SCOOTERS

These items are not to be ridden on school property during school hours and will be confiscated and returned when parents attend the school to retrieve them.

SWEARING

Vulgar and inappropriate language will not be tolerated in any language.

TEXTBOOKS

Textbooks are the responsibility of each student. They are signed out to individuals through the year and collected at the end of June. Lost or damaged textbooks are to be replaced by the responsible student prior to receiving his or her report card. Textbooks found lying around the school during the year will be turned into the library.

THEFT & VANDALISM

The deliberate theft or vandalism of school, staff and student property from another student will require immediate restitution and may involve criminal charges.

WILLFUL DISOBEDIENCE

Any behavior that in any way undermines the authority of the teacher in the classroom or the school in general will not be tolerated. Administrative intervention is immediate.

VENDING MACHINES

Vending Machines may only be used during break times or before and after regular school hours.

PARENT/GUARDIAN COMMITMENT

Parents/Guardians play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill this responsibility when they:

- show an active interest in their son's/daughter's school work and progress
- communicate regularly with the school
- help their child be neat, appropriately dressed and prepared for school
- ensure that their child attends school regularly and on time
- promptly report to the school their child's absence or late arrival
- become familiar with the Code of Conduct and school rules
- encourage and assist their child in following the rules of behavior
- assist school staff in dealing with disciplinary issues
- demonstrate respect for school staff

STUDENT COMMITMENT

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behavior. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn
- shows respect for themselves, for others and for those in authority
- refrains from bringing anything to school that may detract from the learning environment or compromise the safety of others
- follows the established rules and takes responsibility for his or her own actions

SCHOOL ORGANIZATIONS

CHRIST THE REDEEMER CATHOLIC SCHOOLS

Christ The King Academy serves Catholic students in Brooks and area and falls under the jurisdiction of Christ the Redeemer School Division. Christ the Redeemer is rapidly growing, spanning an area of approximately 5,580 square kms serving over 9,000 students in the communities of Okotoks, High River, Canmore, Drumheller, Strathmore, Brooks and Oyen. Central office for the division is housed in Okotoks and provides office

support to our school in all areas of school administration and instruction, as well as coordinating opportunities for educational initiatives and professional development among staff at all schools. In addition to traditional schools, Christ the Redeemer provides a unique educational experience to students across the province through its Centre for Learning; St. Paul's Academy and Okotoks Home Schooling office.

WARD COMMITTEE

The ward committee is an innovative structure designed to meet the needs of each unique community within Christ the Redeemer's school division. It operates under the auspices of the school board and is chaired by our local trustee. Local decisions for Christ The

King Academy are made at the Brooks ward committee meetings, held every other second or third month in Brooks. Members of the ward committee include: the trustee, the principal, the superintendent, the local parish priest and the chair of school council.

SCHOOL COUNCIL

Christ The King Academy school council is a vital component of our school community. The membership consists of all parents with children in attendance at Christ The King Academy. The executive consists of five parents (elected by general council), a staff representative (elected by staff), a community member (appointed by executive council), and the principal. The maximum term of an executive member is two years. Christ The King Academy School Council uses the town hall model of decision making which means that most decisions are made at regular, open meetings of the entire school community and the officers of the school

council act only to carry out the wishes of the assembly.

General meetings are held three to four times a year. Executive meetings are held bi-monthly. The annual general meeting is held each September to allow new parents to get involved, establish committees, elect officers, and share information.

School council plays a critical role in the effectiveness of the school as an advisory group, fundraising body, and through their on-going school support. Meetings are open to parents and community members and parent involvement at any level of school council is most appreciated.

SCHOOL EMERGENCY PROCEDURES

Christ The King Academy has adopted specific procedures for preparing for and dealing with emergencies in all its school sites. These procedures relate to school emergency evacuations, lock

downs, and shelter-in-place. Scheduled drills for these procedures will take place throughout the year and students, staff, and parents can expect the following steps to be followed.

SHELTER-IN-PLACE

Students will be directed to Shelter-In-Place during severe weather such as windstorms and tornados or chemical spills which may affect the air quality in and around the school. This is when it is safer to be indoors rather than outdoors. For severe weather situations, certain areas of the school are better than others for Shelter-In-Place—where students will be assembled. Once inside these safe areas, teachers will communicate their attendance by using status cards displayed in their windows and under their doors. Students remain in these safe areas until the “All Clear” signal has been given by the Principal.

EMERGENCY EVACUATION

An emergency evacuation requires all students and staff to leave the school and get a safe distance away from the building. An evacuation would take place because of a fire, flood, explosion, or any other emergency where the school itself becomes unsafe. In some cases this may mean only going outside and away from the building until it is safe to re-enter the school. In other cases, students and staff may need to go to an evacuation center. There are areas outside the school and within the neighborhood that have been identified as evacuation sites and teachers will advise students of these locations at the beginning of the school year.

LOCK-DOWN

Lock-downs are used in response to acts or threats of violence to the students and/or staff, including any such activities in the general vicinity of the school. During a lock-down all the outside doors to the building and rooms within the school are locked. When a lock-down is announced, students, staff, and visitors are directed to quickly retreat to the nearest secure lockable areas in the school. These areas are marked on school maps in each classroom. Any staff and students who are not near their usual rooms at the time a lock-down is announced should quickly go to the closest classroom or office. The lock-down remains in effect until the Principal announces the “All-Clear”. Parents will not be permitted access to the school until after the lock-down is over.

COMMUNICATION

Parents are advised *not to call the school during an emergency*. Phone lines will be tied up communicating with the fire and police departments as well as the district office or the school may have already evacuated. Staff will be very busy responding to the emergency and looking after the needs of the students. The school and district office will ensure that parents are contacted directly via phones and email or through the local media.

DRILLS

Christ The King Academy will conduct drills throughout the school year to rehearse emergency procedures. In addition to the procedures described above, the school will also practice protocols such as: **“On-Alert”**, an early warning system; **“Duck-Cover-Hold”**, a method of protecting vital body parts from harm during incidents such as tornados or earthquakes; and **Fire Drills**.

EXPECTATIONS

- Always treat the situation as the real thing.
- Maintain calm and order; try to remain quiet unless needing help.
- Stay with class. ***Do not leave the school/evacuation site.***
- ***Do not use cell phones or any other electronics***—they may act as an ignition source and, in the case of phones, tie up communication channels for emergency response efforts.
- Report suspicious or disturbing situations to a staff member ASAP.
- Students will be advised as to what the situation is via announcements, fire bells, etc.

HONOUR ROLL & DISTINCTION

Academic excellence is a top priority at Christ the King Academy. Students will receive recognition for receiving this high honour of accomplishment.

The following criteria will be used to calculate academic excellence:

-Courses included in the overall academic average:

- Language Arts
- Science
- Social Studies
- Math
- Religion
- Physical Education

Note: All courses are weighted evenly

-Criteria of Excellence:

- Honour Roll- an overall student average between 80-89%
- Honours with Distinction- an overall average of 90%+

NOTES
