

# STUDENT HANDBOOK GENERAL

REVISED AUGUST 2023

## PRINCIPAL MESSAGE

Welcome to the start of a new academic year at our beloved Christ-King Catholic School! It is with great joy and enthusiasm that we gather once again as a vibrant community of faith, learning, and growth.

At Christ-King, we embrace the values that lie at the heart of Catholic education. Guided by the teachings of Christ, we are committed to fostering an environment where each student is valued, supported, and empowered to reach their fullest potential. Our dedicated staff, in collaboration with parents and guardians, strives to provide a nurturing atmosphere where academic excellence, character development, and spiritual growth go hand in hand.

This student handbook serves as a valuable guide to our school's policies, procedures, and resources. Whether you are a new member of our school community or a returning student, I encourage you to familiarize yourself with its contents. It will assist you in understanding our expectations, values, and the many opportunities that await you throughout the school year.

I extend my heartfelt gratitude to our parents and guardians for entrusting us with the education and growth of your children. Together, we form a partnership that plays a crucial role in shaping the future leaders of our world.

As we embark on this exciting journey together, let us remember that we are united by our faith and a shared commitment to excellence. May the Holy Spirit guide us in all that we do, and may this school year be filled with blessings, achievements, and moments of profound learning.

Tara McMillan  
Principal

**CHRIST-KING CATHOLIC SCHOOL**  
**4704 55 STREET, STETTLER, AB T0C 2L2**  
**(403) 742-0280**





# Christ-King Catholic School

## School Calendar 2023-2024



Start/End	Organizational Days	Day-in-Lieu	Article 8.6.1 PD Day	Early Dismissal (2:15)
Non-Instructional (PD) Day	Teachers' Convention/ATA Day	Holiday	Mission & Ministry Day	ECCS Support Staff PD Day
			Diploma Exams	

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
4	Teacher Day			0	Student Day	

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
19	Teacher Day			19	Student Day	

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
21	Teacher Day			19	Student Day	

November 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
21	Teacher Day			19	Student Day	

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
16	Teacher Day			16	Student Day	

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
18	Teacher Day			17	Student Day	

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
20	Teacher Day			17	Student Day	

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
16	Teacher Day			15	Student Day	

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
21	Teacher Day			20	Student Day	

May 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
22	Teacher Day			21	Student Day	

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
19	Teacher Day			18	Student Day	

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
	Teacher Day				Student Day	

	Student Days	Teacher Days	Org/PD Days	Day In Lieu Of	ATA PD Day/ Convention
Semester 1	90	99	8	1	0
Semester 2	91	98	4	1	2
Totals	181	197	12	2	2

Board Motion: 2023-030

This information is also available on our website at [www.ecacs.ca](http://www.ecacs.ca)

## MISSION STATEMENT

We are a nurturing faith family empowering individuals to discover and develop their God-given gifts to benefit ourselves, our families, our communities and the world.

School Instructional Times (K-6)		School Instructional Times (Junior High)	
8:30	Arrival Time for Students	8:30	Arrival Time for Students
8:40	Morning Bell/Homeroom	8:40	Morning Bell/Homeroom
8:50-9:32	Period 1	8:52-9:34	Period 1
9:32-10:14	Period 2	9:36-10:18	Period 2
10:14-10:24	Recess	10:18-10:23	Break
10:24-11:06	Period 3	10:23-11:05	Period 3
11:06-11:48	Period 4	11:07-11:49	Period 4
11:48-12:02	Lunch	11:49-12:02	Lunch
12:02-12:17	Recess	12:02-12:17	Recess
12:17-12:59	Period 5	12:17-12:59	Period 5
12:59-1:41	Period 6	1:01-1:43	Period 6
1:41-1:51	Recess	1:43-1:48	Break
1:51-2:33	Period 7	1:48-2:30	Period 7
2:33-3:15	Period 8	2:32-3:14	Period 8
3:15-3:25	Homeroom/Dismissal	3:15-3:25	Homeroom/Dismissal

On Fridays, school dismissal is at 2:15 with no afternoon recess.

## GENERAL OFFICE HOURS

8:30am-4:00pm



## TEACHING STAFF

Teacher	Grade Teaching
Jaida Prichard	Kindergarten
Megan Kossowan	1
Erin Barnes	2
Janene Smitten	3
Tracy Turre	4
Liana Bohn & Klara Van Straten	5
Krista Fry	6
Alisa Glasier, Christian Burton, Klara Van Straten, Megan Pennycook	7/8/9
Megan Pennycook	PEW
Liana Bohn	Religion
Krista Fry & Tracy Turre	Music
Lidia Holliday	Little Steps Teacher
Tara McMillan	Principal

## SUPPORT STAFF

Staff Member	Position
Jessica Sweere	EA
Cristie Johnston	EA
Lauren Copan	EA
Tomi Turnbull	FSL
Misty Ventnor	Wellness Coach
Marina Aicken	SLP-A
Debbie Tschritter	Bus Driver
Dan Tschritter	Bus Driver
Don Strandquist	Bus Driver
Buddy Dela Paz	Caretaker
Joanna Rock	Secretary



## **CHRIST-KING SCHOOL COUNCIL**

Christ-King School Council was formed in October 2003. The purpose is to work together to promote the well-being and effectiveness of the entire school community and to enhance student learning. The members of the executive are as follows (subject to change at October AGM):

- Chairperson: Tamara Rutz
- Vice Chairperson: Tannis McMillan
- Treasurer: April Thomas
- Secretary: Ashley Grimes
- Teacher Representative: Megan Kossowan
- Principal: Tara McMillan
- Trustee: Duane Austin
- Community Member: Vacant

The council typically holds one meeting every month. Meetings are scheduled for the second Monday of the month @ 7pm. Every parent is welcome to attend any of these meetings. For more information about the upcoming meeting, contact any member of the council or the school. Upcoming meetings and minutes are posted on the Christ-King website: Parents - School Council - Meeting Minutes.

## **ACADEMIC SUCCESS**

To ensure success in school work, students are expected to complete all class and homework assignments on time.

## **ACCIDENTS**

All accidents must be reported promptly to the office by the supervising teacher. Seriously injured students will be given every possible care and the parents will be notified as soon as possible. Students who are seriously injured are taken directly to the hospital by ambulance if necessary.

## **AGENDA BOOKS**

Each student has been issued an agenda book (K-6) that serves several excellent purposes including: summary of daily activities, reminders of upcoming events, information to go to parents, notes from parent to the teacher. Teachers require the agenda book to be signed each night. Thank you for your cooperation.



## **APPOINTMENTS**

Students wishing to leave the school premises during school hours for the purpose of doctor's appointments, dental appointments or other family members will be expected to provide their homeroom teachers with a note in their agenda or to call the school office. Parents who message the homeroom teacher on Remind should keep in mind that the message may be missed during a busy school day or may not be checked outside of school hours. Agenda notes or a call to the school office ensures their message is received.

## **APPROPRIATE COMMUNICATION**

A student's verbal and non-verbal communication must be respectful. Name calling, hurtful teasing and swearing, crude rude and obscene language, either spoken, written, implied or gestures are unacceptable.

## **APPEAL PROCESS**

If you have concerns about your child, please contact the teacher. If a parent/guardian disagrees with a school-based decision, the proper appeal procedure should be followed in the following order:

- Teacher;
- Principal;
- Superintendent; and
- Board of Trustees

## **CARE OF SCHOOL PROPERTY**

Students must respect our school property. Desk and work areas (including the floors) are to be kept neat, organized and tidy. Nothing should be left on the floor when students leave the classroom after each class. Students must not litter and will make every effort to place waste in recycling or other appropriate bins. All students will pick up litter, even if they did not cause it. Tables and desks are for work.



## **CATHOLIC IDENTITY**

Catholic identity proclaims the religious identity and purpose of Christ-King School. Through example and teaching, the school seeks to impress on students those values and actions the Christian community knows are important to living life according to the Gospel message. The school seeks to provide each student with an informed and formed Christian conscience to deal with the moral challenges of life. Recent studies reaffirm that to raise a child as a Catholic, consistent and reverent practice and discussion of the faith by a family supported by the Catholic community, the school and the parish are required.

Our identity includes visible symbols, such as crosses, icons, religious displays and bulletin boards. Students become involved in rituals such as morning prayers, meal prayers, liturgical celebrations, and masses throughout the year. Most importantly, these goals are accomplished by focusing on relationships that nurture gospel values, respect the dignity of individuals, and build respect, caring, sharing, and community.

## **CELL PHONES**

K-6 students are encouraged to leave cell phones at home. If a student must bring a phone, they are required to turn it into their homeroom teacher for safe keeping during the duration of the school day. It will be returned at the end of the school day. Should a student need to contact a parent/guardian or vice versa, the school phone shall be used.

For cell phone procedures in the Junior High grades (7-9), please refer to the Student Handbook: Junior High Edition.

## **CHRIST-KING CODE**

The CKCS Code are expectations set out for student behaviour. They are developed from the "Fruits of the Spirit" and embody what Christ-King School stands for. Students are expected to meet these expectations to the best of their abilities. These are taught to all students with the correlated Fruits of the Spirit in September.

1. I am a valuable member of the CKCS Family.
2. I am responsible for my words and actions.
3. I treat others the way THEY would like to be treated.
4. I work hard on all tasks.
5. I respect all property.



## DISCIPLINE

All actions, whether positive or negative, have consequences attached to them. When serious discipline problems occur, the focus of our action is to determine the cause and provide for due process. Many discipline problems first become evident in the classroom. The initial investigation is the responsibility of the teacher. However, if the incident is judged to be very serious, several things can happen.

1. The parents will be contacted by the teacher.
2. If the situation does not improve to the satisfaction of the teacher, the matter will then be referred to the Principal.
3. Corrective action will be decided upon and communicated to the parents or guardians. The school encourages meeting with the parents and students to discuss any concerns.
4. Corrective action may include one or more of the following:
  - Loss of privileges, detention;
  - Daily monitoring and supervision plans;
  - Restitution for damages;
  - Referral to Educational Services for testing and assessment
  - Establishing a contract with the student
  - Suspensions from the school to a maximum of 5 days; and
  - Recommendation to the Board of Trustees for expulsion.

## DRESS CODE

At CKCS, students are expected to dress in a manner that reflects a positive sense of self within a modest, welcoming, inclusive, safe and healthy learning environment. The primary responsibility for ensuring a student's attire aligns with these expectations lies with the student and their parents or guardians. The school's role is to ensure that students' clothing choices do not compromise their health and safety, avoid creating a hostile or intimidating environment, and prevent the dress code from perpetuating marginalization or oppression of any group based on race, sex, gender, ethnicity, religion, household income, or body type/size.

Being a Catholic school, we encourage students to dress in a manner that reflects our Catholic beliefs while fostering a safe and compassionate learning atmosphere. Any guidelines regarding students' attire should be essential for supporting the school's educational objectives, and these guidelines are elaborated upon in this dress code.



1. Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, chest, and nipples are fully covered with opaque fabric. All items listed in the “must wear” and “may wear” categories below must meet this basic requirement.

2. Students Must Wear, while following the basic principles of Section 1 above:

- A Shirt (with fabric in the front, back, and on the sides under the arms, and have supporting straps (t-shirt or tank top of any size strap),
- Pants/ jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes

3. Students May Wear, as long as these items do not violate section 1 above:

- Hats may be worn in hallways, but not during instructional time. Hoods are not allowed.
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops
- Athletic attire

4. Students Cannot Wear:

- Violent/inappropriate language or images. Hate speech, profanity, pornography are not tolerated.
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible shoulder straps are allowed)
- Accessories that could be considered dangerous or could be used as a weapon.

Classes, events or trips that incorporate clothing as an integral component of the syllabus (such as courses on professionalism, Mass or swimming) might involve dress requirements tailored to specific assignments. However, the emphasis should not be on dictating a specific manner of body coverage or endorsing attire specific to a particular culture.

Specifications for activity-appropriate footwear are acceptable (e.g., athletic shoes for physical education).



## 5. Dress Code Enforcement

- To ensure consistent and fair application of this dress code, school personnel will uphold the dress code guidelines with the following stipulations. The school's administration and staff are not permitted to exercise discretion in a manner that results in discriminatory enforcement.
- Students will only be relocated from areas like hallways or classrooms due to a dress code violation as outlined in Sections 1 and 4 above. Students found in violation of Section 1 and/or 4 will be presented with three (3) choices to align their attire more closely with the code during the school day:
  - 1. Students will be requested to wear their own alternative clothing, if available at the school, to conform to the code for the remainder of the day.
  - 2. Students will be furnished with temporary school-provided clothing to comply with the code for the rest of the day.
  - 3. If required, parents of students may be contacted during the school day to bring suitable clothing for the student to wear for the remainder of the day.
- No student should face dress code enforcement that stems from their racial identity, sex, gender, ethnicity, cultural or religious background, household income, body size or type, or physical development.
- School personnel are prohibited from imposing the dress code more stringently on a particular gender compared to others.
- Students should not be shamed or be required to expose their body in front of others (including students, parents, or staff) in school. The term "shaming" encompasses, but is not limited to:
  - Requiring students to kneel or bend over to assess the fit of their attire.
  - Measuring the length of straps or skirts.
  - Inquiring about students' attire within the classroom or hallways in the presence of others.
  - Singling out students in public spaces, hallways, or classrooms for perceived dress code violations in the presence of others. This includes instructing students to adjust the tops or bottoms of their clothing or measuring shirt straps.
  - Accusing students of being a "distraction" to others due to their clothing.
- These dress code directives are applicable on regular school days, as well as during any school-related events and activities.

Inspired by:

Edmonton Catholic Schools

Edmonton Christian Schools



## **EMERGENCY EVACUATION**

We take the safety of children very seriously. Students participate in a variety of emergency situations that practice what they are to do if the building must be evacuated. Staff members are assigned areas of the school building so that we can ensure that every child in attendance can be located and escorted from the building in a minimum amount of time.

## **EXTRACURRICULAR ACTIVITIES**

All extra-curricular activities sponsored by the school are an extension of the school day and therefore our school regulations apply. Students are encouraged to participate in extracurricular activities and are expected to obey all school rules.

## **FAMILY SCHOOL LIAISON WORKER**

An FSL worker is available to students and parents who may wish to discuss their concerns regarding family or school related situations. The FSL worker will provide students with help in regard to truancy, bullying, abuse, or social or maladjustment to the school. The worker can also assist parents who could use some support, suggestions or discussion. We encourage parents and students to make use of these services.

Students wishing to make appointments with the FSL worker may do so by inquiring with the main office, or asking their teachers or the school administration.

## **FIELD TRIPS**

East Central Alberta Catholic Schools endorses educational field trips when such field trips have a clear educational value and support the enhancement of student learning. Care will be taken to ensure that field trips and excursions are organized in a manner that maximizes educational benefit and ensures the protection and safety of students. Parents will be informed accordingly.

From past district experience, some parents indicate that they would like to attend field trips accompanied by their preschool children. The East Central Alberta Catholic Schools policy that pertains to this situation states that the pre-school children are not allowed to accompany their parents on the school bus, nor on a school function, which the parent has agreed to supervise.

For this reason any parent wishing to join a field trip with children not registered in Christ-King School may do so provided that they travel to and from the field trip on their own, and the parent will not be acting in a supervisor role during the field trip.



In the event that we have too many parent volunteers available for a field trip, parents will be chosen by draw to fill the number of available chaperone spots.

### **FOIPP - FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

The division will manage all information in a manner that supports the Board's commitment to providing the public with access, with only a limited number of specific exceptions, while protecting the personal privacy of the individual in accordance with provincial legislation. Parents are responsible to indicate on the FOIPP consent form the public activities that they authorize their child to participate in. The signed document will be in effect for the entire school year, unless otherwise notified of a change by the parent.

### **FOOTWEAR**

Please note that students need clean footwear to wear indoors. Because the building MUST BE CLEARED IMMEDIATELY WHEN THE FIRE ALARM RINGS, it is important that the students wear shoes at all times.

### **FUNDRAISING**

From time to time the school will conduct fundraising activities to help support student activities and contribute to charity organizations. During Advent students will be encouraged to support Catholic charities by participating in school or parish activities. During Lent there will be some fund raising activities for Development and Peace. This money is sent to the organization to support designated projects.

The Hot Lunch program will be organized by the School Council. They will direct proceeds to school activities. Fundraising will allow us to have some extras at the school. We will attempt to spend the money in ways that enhance the program for the students.

In the event that an activity cannot go ahead due to unforeseen circumstances, the fundraised funds will not be returned to individual students. It will be held in-house to support another "like" activity.

### **GRADING / EVALUATION PROCESS**

A student's mark will not include the teacher's assessment of the student's behavior, attitude or effort. The mark on the student's report card will indicate the success the student has had in achieving the prescribed curriculum outcomes for a specific Program of Studies.



Effort, participation, attitude and other personal and social characteristics are important parts of a student's education and growth. These will be reported separately on the report cards and through other contact with the parents and students.

Students and parents will be informed of the teacher's assessment practices. Course outlines will indicate how the teacher uses assessment for learning (ongoing) and assessment of learning (summative).

We will inform students about assessment by:

- Distributing course outlines that summarize the course evaluation
- Familiarizing students with the instruments that will be used for assessment. i.e. rubrics, test outlines, self-assessments, anecdotal records/notes etc.
- Making students aware of test dates, test formats, and appropriate study strategies well in advance of assessments.

We will inform parents about assessment by:

- Sharing information at School Council meetings
- Including grading practices in the Student Handbook
- Parent-Student-Teacher interviews
- Parent Portal registration

## **HOMEWORK**

If a student is not completing homework, the teacher will contact the parent, and make a plan that will be monitored by the parent and teacher. The next intervention is modifying the student's program until all outstanding homework assignments are completed. The student will be responsible to complete other class work and any outstanding work by a designated day. The student will use break time, the noon hour, or after school to work on any outstanding assignments.

## **HONESTY**

Students are reminded that honesty is an essential component of social responsibility and good citizenship. Students are expected to submit work that is only theirs and represents their best efforts.



## **INCLUSIVE EDUCATION SERVICES**

Students with inclusive education needs are entitled to have access in a school year to an educational program in accordance with the School Act. Students with inclusive education needs receive adapted or modified programming that enables and improves learning. Documentation and/or testing are required in order to properly adapt or modify educational programming.

## **INCLUSIVE EDUCATION APPEAL PROCESS**

1. If a parent or independent student disagrees with an inclusive education program, service, or placement, the first level of appeal is the principal.
2. If the parent requires further remedy, the parent is referred to the Superintendent who will review the case and in writing inform the parent of the Superintendent's recommendation.
3. If this review does not result in agreement, the Superintendent will direct that the Local Appeal Committee hear the case.
4. The Local Appeal Committee will convene within 45 school operating days of the Secretary-Treasurer having received the notice of the appeal.
5. If further remedy is required, the matter is referred to the Minister of Education.

## **LOCKERS**

The school provides lockers in the halls. The school will not take responsibility for materials and clothing placed in the lockers. The student is responsible for his own property at all times. Valuable property should not be brought to school. In the event that a student must bring a large sum of money, or valuables onto the school premises, these items should be brought to the office for safekeeping.

It must be clearly understood that the school retains its ownership rights to all lockers and may inspect any locker and confiscate any article deemed to be inappropriate.

Junior High students will be provided a lock by the school to use for the duration of the school year. They must be returned at the end of the year.

## **REPORT CARDS**

Report cards are issued three times a year. There will be one Parent Teacher interview in November and in March. Parents will be advised of the time that the interviews will take place. If that time is unacceptable, arrangements for an alternate time will be made between parent and the teacher.



## RELIGION PROGRAM

All students are required to participate in the Religion Program. In addition to our regular religion classes, we have prayer during our morning assemblies, weekly liturgies and monthly Mass at the church. The religion program should be acceptable to all Christian people. Anyone who would like further information on exactly what is taught is most welcome to check with the classroom teacher or the principal. The Religion curriculum is prescribed by the Canadian Conference of Catholic Bishops.

## RELIGIOUS COMMITMENT

All students are expected to participate with respect, and dignity in all religious celebrations and during prayer time.

## RESPECT FOR OTHERS

Students are expected to treat all people with respect, courtesy and compassion. Physical aggression, verbal abuse, harassment and intimidation are improper and unacceptable. Selfish justifications such as "I was just kidding," or "I didn't think you would mind," are unacceptable motives for disrespecting or degrading others. Any act that is demeaning to a student's personal or social worth has no place in our school. There will be consequences for any student who chooses not to follow these expectations.

## SMOKING, DRUGS, ALCOHOL AND WEAPONS

Since the actions of students allow others in the community to develop a perception of the school, creating and maintaining a positive image in the community is a special responsibility for all our students. Smoking cigarettes, or ingesting drugs, and alcohol are not permitted in the vicinity of our school, the school grounds, within the building, or at any school sponsored activities. Incidents regarding drugs, alcohol and weapons will involve the R.C.M.P.

## STUDENT MEDICATION

In situations relating to the medical treatment of students, the Board recognizes that its employees are subject to the responsibilities inherent in the common law doctrine of "in loco parentis". Specifically, in loco parentis requires that:

1. An employee act as would a reasonable and prudent parent in the same circumstances and conditions;
2. The employee does not have all the authority that a parent would have. For example, employees do not have the authority to provide consent for the medical treatment of a students; and
3. The employee recognizes the limitations of their ability to provide direct assistance.



In order for any medication to be administered throughout the school day or on field trips, parents must fill in the "Authorization for the Administration of Medication" form located at the office. All forms and medication are kept locked in the office.

## **TECHNOLOGY / COMPUTER USAGE**

Technology is an integral component of a student's life at home and at school. Each student and parent must sign a copy of the "Student Responsible Use Agreement" form each year for the use of computers, iPads, network resources and the internet.

## **TELEPHONE**

The office phone is available to students on an emergency basis only. It is to be used at recess time and noon hour, unless a staff member has given permission otherwise by granting a phone pass. At no time are students permitted to call without permission.

## **TRANSPORTATION**

### **RULES FOR STUDENTS RIDING ON A BUS**

Since many of our students ride the bus, it is absolutely important that students follow the procedures for loading or unloading as has been explained by their driver. Since this is somewhat new for many students, here are a few points to remember:

- Wait for the red lights to flash, this indicates traffic is to stop
- Wait for the driver to use a hand signal to cross; this will be given once traffic has been checked.  
Walk in front of the bus, about 3 meters in front of the bus
- Students are to remain in their seat when the bus is in motion
- Students are to use their inside voice while riding on the bus
- Students are to get their belongings together before getting to their stop
- Students must still be dressed for the weather; this includes mitts and headwear
- Students must at the bus stop 5 minutes prior to pick up time

### **SUSPENSION FROM THE SCHOOL BUS**

- If it is necessary to suspend a student from the school bus, the principal shall immediately contact the parents concerning the suspension. At that time it may be necessary to make other arrangements to ensure that the student is returned home.
- The driver must not remove or pick-up a pupil from the bus at any other location than at the school or at the normal pick-up point.



- The principal may suspend a pupil from school bus transportation for a period not exceeding five school days.
- Students who are suspended from riding the bus will be expected to work with their parents and school administration in developing a corrective action plan. This plan will be reviewed, revised, and completed following a designated time period.

## **BUS CANCELLATIONS DUE TO WEATHER CONDITIONS**

### Procedure for cold weather bus cancellations

1. The principal shall notify all teachers and support staff regarding bus cancellations.
2. The principal will phone the following radio station regarding bus cancellations.
  - a. Stettler Q93.3 742-2930
3. Bus drivers will call all affected bus students, a whole-school message will be sent through BrightArrow and it will be posted on the social media accounts.
4. When buses are canceled, arrangements shall be made by the principal to have the school doors unlocked to accommodate any student who might not have been notified.
5. When buses are not running, the school is still open and operating. Students will not be marked absent if buses are not running.

### Procedure for storms originating during the day

1. When a decision regarding early bus departure has been made, the principal shall be responsible for arranging a fan out system for notifying parents that the bus is departing early.
2. When the buses are sent home early, the school will remain open and operational for the benefit of those students who are still in the school.
3. Where children do not have pre-arranged accommodations, the principal shall make arrangements for emergency billeting with reliable people in the community.
4. If an emergency arises, the principal and school staff shall do everything possible to inform parents as to where their children will be billeted.

## **SCHOOL CANCELLATIONS DUE TO WEATHER CONDITIONS**

The Board acknowledges its responsibility to establish regulations and procedures regarding inclement weather conditions and school closure. Although the safety and welfare of students and employees are of prime concern, the Board would like to see a minimum of disruptions to normal school operations during the winter months.



When the driver feels the safety of the students is in danger, the driver shall decide whether or not his/her bus will operate. If a decision is made not to have the bus run, it shall be the responsibility of the driver to ensure that the principal is notified accordingly. The school will remain open if parents wish to drive their children to the school.

### **VISITORS TO THE SCHOOL**

Our wish is that parents always feel welcome however; our primary concern is the safety of pupils, and therefore the security of the building. For these reasons, we ask those parents and all other visitors to the school, report their presence to the office.

### **VOLUNTEERS**

A most enriching part of education is the volunteer's involvement in the school. Volunteers assist in many other areas and through their generosity, are able to offer many extra educational and recreational activities. If you are interested in volunteering at Christ-King Catholic School, please contact the office.

### **VOLUNTEER DRIVERS**

Students should preferably be transported to and from school, or to and from school sponsored activities, by school bus, taxi, or their parents. There may be special circumstances that would permit the transportation of students in privately owned vehicles.

Drivers of private vehicles must be advised that:

1. Primary insurance coverage must provide a minimum of two million dollars in liability;
2. Drivers insurance is considered first loss; and drivers must inform their insurance company they will occasionally transport students;
3. The completion and submission of the Volunteer Driver Authorization form; and
4. All regular drivers of students require the possession of a class 4, 2, or 1 license.

