

# Parent Handbook

## Vision Statement:

A nurturing Catholic community, supporting the holistic development of each child and enabling our graduates to recognize their giftedness and their responsibility to use their gifts in the service of others.

## Mission Statement:

CTK provides a safe and nurturing Catholic community, which encourages a diverse group of students to learn and develop through excellent academic and extracurricular programs.



## Core Values:

- Mutual Respect
- Equity, Diversity and Inclusion
- Compassion and Commitment
- Integrity
- Faith-Based, Academic Excellence
- Transparency
- Community



### Inside this issue

|                                      |    |
|--------------------------------------|----|
| Message from Administration.....     | 2  |
| Message from Board of Directors... 2 |    |
| Bell times and Office Hours.....     | 3  |
| Student Illness/Injury.....          | 5  |
| Programs & Curriculum.....           | 6  |
| Homework Policy.....                 | 9  |
| Uniform Policy & Guidelines.....     | 12 |

### Special points of interest

- Lunch Rules
- Programs & Services
- Volunteering
- Street Proofing Children

## Celebrating 70 years—September 2025



### Message from the Administration

Thank you for making Christ the King School the choice for your child/children's education. We are a parochial Catholic school affiliated with the parish of Christ the King, celebrating our 70th Anniversary this upcoming school year.

This handbook is designed to give you some of the procedures we use at CTK. We have a dedicated team of teachers and support staff to help support your child. We follow the Manitoba Curriculum with the addition of teachings of the Catholic faith.

We look forward to getting to know you over the next few years.

Sincerely,  
Mrs. L. Carreiro

*“Christ the King School..... the choice for your child's education”.*

*“An environment  
that facilitates  
learning and  
brings joy to  
education in a  
Catholic ethos.”*

### Message from the Board of Directors

As an independent school we operate outside the 'public school system' and as such, have our own, 'one school' Board of Directors. Your board of directors is comprised of parents, alumnae, parishioners and community members from the Christ the King community. You probably see us every day.

We take on this role with a view to ensuring the administration and staff of Christ the King can operate in a rich and supported educational environment. An environment that facilitates learning and brings joy to education in a Catholic ethos.

We want you and your children's experience at Christ the King to be intellectually and spiritually fulfilling. We do, and will continue to, strive to maintain Christ the King's reputation as a modest, family-centered school committed to academic excellence.

Best wishes in the school year,  
Christ the King School Board

## Code of Conduct

The purpose of our school Code of Conduct is to help us establish positive relationships, where the Gospel messages of love and forgiveness are lived. Since our school is a place of growth; a place where the community members are allowed to make mistakes, there are times when intervention strategies have to be employed. The Code of Conduct applies equally to all aspects of school life, including the classroom, lunchtime, school grounds, Bus and Before and After School Program and the activities of students outside of school hours and off school property. The complete Code of Conduct is available on our website: <http://www.ctkschool.ca/policies/>

## Bell Times

JK-Grade 3 enter through the back parking lot doors.  
Grade 4-8 enter through the front Lennox Ave. doors.

|       |                                   |
|-------|-----------------------------------|
| 8:45  | Outside Bell Rings—Students Enter |
| 8:50  | Announcements                     |
| 10:15 | Recess Begins (Grades 1-6)        |
| 11:10 | Recess Begins (JK/K)              |
| 11:50 | Lunch Inside (JK – Grade 3)       |
| 11:50 | Lunch Outside (Grades 4-8)        |
| 12:10 | Lunch Inside (Grades 4-8)         |
| 12:15 | Outdoor Lunch Recess (Grades 1-3) |
| 12:35 | Afternoon Classes Begin           |
| 1:55  | Recess Begins (Grades 1-6)        |
| 3:15  | JK Dismissal                      |
| 3:20  | K Dismissal                       |
| 3:25  | Grades 1-8 Dismissal              |

### **SCHOOL OFFICE HOURS**

Our school office hours are from 8:15 AM to 4:15 PM.

Please leave a message with the office if you need to get in touch with students and teachers.

If you need to drop off any paperwork or payments, etc. outside of these hours there is a mail slot located between the double doors of the Lennox Street school entrance.

If you need to bring your child any items throughout the day, please be sure to ring the doorbell to let staff know you are here. You will then be instructed to leave them in your child's grade bin in the Lennox Ave. foyer and the office staff will notify the student or teacher to pick the items up. Please be sure to label items.



## Arrivals & Dismissals

Students are expected to arrive at the school before the bell at 8:45am.

Outdoor supervision is provided from **8:30-8:45am**.

All students arriving late must come through the Lennox Ave. doors.

At 3:25pm, dismissal time, students are expected to leave the school grounds immediately to walk home or take the bus unless an activity has been organized for them by the staff at school. If parents are supervising, children are welcome to stay and play. There is no supervision of students after school on the playground. All students must leave the playground no later than 3:45pm as the After Care Program will need to go outside.

## Absent or Late

If your child will be absent or late for school, please call or email to inform the office. If you call before 8:15am or after 4:15pm for the next day, **please leave a message.**

If emailing, please email:

- 1) the attendance secretary
- 2) school office **and**
- 3) the homeroom teacher.

**Every absence** must be justified by a parent or guardian. We must be able to respond immediately if a child has not arrived at school, therefore your call is very important.

If your child arrives late for school, they are to come to the Lennox Ave. doors and will be met by a staff member who will sign them in and issue them a late slip to give to their teacher.

Please be sure to update any changes to your contact information so that the staff can quickly contact you (ie. Home address, email address, home/cell phone numbers).

## Parking Lot Rules

### **OPTION 1 – PARK AND WALK:**

The parking lot is for use by those parents who will park their cars and walk or pick up their child(ren) at the gate.

### **OPTION 2 – PARENTS WHO DROP OFF THEIR CHILDREN:**

The drop off zone is also available by the bus loading area on Fernwood Avenue. The children can proceed safely through the gate into the playground.

### **EARLY PICK UP OF STUDENTS**

Occasionally parents must pick up their children prior to our regular dismissal times. We ask that parents notify the classroom teacher and the office in writing for any appointment or early dismissal. Please come to the Lennox Ave. doors and buzz to let the office know you are there and your child will be brought to you.

## Pick Up and Drop Off Policy:

Outdoor supervision of students begins daily at 8:30am. Students who arrive before 8:30am or remain after 3:30pm will be expected to use the Before or After School Program. **There is no playground supervision after 3:15 pm.** For safety reasons, any child remaining in the playground after 3:30pm, without direct supervision from a parent or guardian, will be brought to the After School Program. Parents will be responsible for incurred costs of the program. When picking up your child at the end of the day, please wait outside by the playground for students to be dismissed (from JK to Grade 3). Students from Grades 4-8 will be dismissed through the Lennox front doors and can meet parents in the playground at the back of the school.

### **EARLY DISMISSAL**

Students are dismissed at 1:55pm for staff meetings and parent teacher conferences. This early dismissal is to allow staff an opportunity for professional development and administrative meetings.

## Student Injuries/Illnesses

If your child becomes unwell at school, we will call parents to come pick up. If parents cannot be reached, we will call emergency contacts.

The school office does not distribute any medication (Tylenol, etc.) for minor ailments.

If a child needs to take prescribed medication during the day parents must sign the Medication Permission form (found on the website) and leave it and the medication with the school office.

You will be notified promptly of any serious injury (sprains, breaks, concussions, etc.), which might require medical attention. If any injury warrants hospitalization, we will make every effort to call you or your emergency contact. In certain emergency situations, we will call an ambulance and inform you. The cost of the ambulance will be the responsibility of the parents. You are reminded that hospitals require parental consent when treating a child.

**If you are contacted by the school to pick up your ill or injured child, please arrange to pick up within 30 minutes from the Lennox Avenue entrance.**

## Emergency Contact

Please ensure that your Manitoba Medical Number, 6 digits and student's individual PHIN #(9 digits) are on the student information form, as well as an up-to-date list of your phone numbers and the name and number of someone to contact in case of an emergency in your absence.

## Medication/Sickness

Please be advised that the school will administer only prescription medication. The first dose of any prescription medication must be administered at home. Special forms are available at the office as well as on our school website. It is very important that you notify the office in writing of all medications taken by your child (Asthma, EPIPEN, etc.). Children need time to play and relax in order to better concentrate during class. If a child has been ill, **they should not return to school unless they can go outside for recess.** Students are not allowed to store medication in their backpacks for safety concerns.

**PLEASE NOTE:** Parents are required to supply a second EPIPEN for storage in the office for emergency purposes. The supervising teacher will bring this extra EPIPEN to any field trips that your child will be participating. Students who need inhalers for asthma will be asked to store these in the school office or have them in their backpacks. The inhalers will be accessible to students at all times.

## PROGRAMS AND CURRICULUM

As a Catholic School with almost **70 years** teaching Manitoba students, Christ the King follows the curriculum as dictated by Manitoba Education and Youth Services (Department of Education). In addition to the core subject of Math, Science, Language Arts and Social Studies, we offer Religious Studies, Physical Education, French, Music, Band, Industrial Arts and a Library Program. Our Resource Teacher and Educational Assistants also offer educational assistance as needed.

As a school we participate in a Junior High sports program, competing with other Independent and Catholic Schools in Volleyball, Basketball, Badminton and Track and Field. There are many and varied enrichment opportunities for our students, such as: Manitoba Theatre for Young People, excursions to Fort Whyte and the ZOO, Overnight Camp, Ski trip, Class Retreats, Skating lessons, STEM activities (ie. WISE Kid-Netic Energy), monthly outreach programs, Talent Afternoons, and many other activities organized by our SMAC (Students Making A Change).

## Junior Kindergarten/ Kindergarten

The Junior Kindergarten program at Christ the King School is a 10 month program for 4-year old children offered full days (Monday through Friday). The program is designed to help encourage students to discover themselves, thrive through learning and play and develop their full potential in their social, emotional, physical and spiritual well being.

Kindergarten is offered full days Monday to Friday for 5 years old students.

## Music/Band

Christ the King School runs a Music program for students from K–5 which is delivered in a classroom dedicated to Music. The Music program also hosts a yearly Advent/Christmas Concert from our JK -5 students, which has become a highlight of the school year. We are pleased to offer Band, Jazz Band Programs and Choir to our grades 6, 7 & 8 students.



## Physical Education

Our physical education program offers a wide variety of activities to promote cooperation, fitness and motor development. The program is offered to students 4 times a school day cycle.

Starting in Grade 3, the children are expected to dress as follows for gym class: Top Marks T-shirt & gym shorts and non-marking running shoes. (Jr. Kindergarten, Kindergarten to grade 2 students wear regular school uniform).

The following regulations have been established in the organization of the program:

1. If your child is unable to participate in physical education on a particular day for medical reasons, please have him/her bring a note to that effect.
2. If they are unable to participate for an extended period of time, please forward a medical certificate or note from the doctor to the office.

## Information Technology



The students at CTK are provided with opportunities to enhance their skills in the area of technology. To meet this challenge, teachers are providing students with relevant experiences that will lead students to become proficient learners in the accessing, processing and delivery of information with the aid of current technology. These experiences are presented through an integration of technological literacy in the regular curriculum. That is, specific skills are introduced within the subject matter. Christ the King School is very proud that we can offer students with a variety of technology tools (ie. iPads, Chrome Books, document cameras and Smart Boards, etc.)

## Field Trips

A field trip is a valuable way to enhance the learning experience of our children. All students are expected to participate in these field trips. The classroom fee collected in September goes towards paying for special art and craft supplies, special workshops and field trips (including virtual), school bus costs/admission for all field trips. A signed permission form is required from the parents to allow the child to participate. **Please ensure that these forms are returned on time, as a student will not be allowed to participate if a permission form is not submitted.** Permission slips are to be returned to the classroom teacher. All public health restrictions must be followed when attending field trips.



## Library Program

The updated school library is an essential component of the educational process. It is an extension of the classroom and strives to develop independent learning skills and lifelong reading habits.

Students will have the opportunity to borrow or exchange books during library class time. The number of items signed out by students will be determined by grade level.

All library materials are normally lent for a one-week period. It is important that the borrowed materials be handled properly and returned when due. Parents' assistance in this matter is greatly appreciated.

At the beginning of each school year, students are given a library contract for them and parents to sign regarding taking care of loaned books and to return in the same condition or fines will be charged. If books or other materials are not returned by the due date, students will receive two notifications. If the items are still outstanding, a letter with request for payment will be sent home to the parents of the student. The money collected will be used to replace the book/s lost. Any payment made by parents will be refunded if the book, magazine, etc., is returned in good condition. Library privileges will be suspended until the item/s or the money is received. If you have any questions please call us at the library.

## Student Services

The Resource Teacher and Guidance Councillor's team provides assistance and support to students through a consultative-collaborative approach with the classroom teacher. The team works collaboratively with classroom teachers, parents, administrator, other clinicians (Speech and Hearing, Psychology and Social Work) and most importantly the students.

Referrals for services are generally requested by the teachers; however, they may originate from the parents, the administrators or from the student. Parents are kept informed of the development and progress of their child once he/she is referred for services. Services may be on a consultative basis or direct intervention. In all cases, the aim is to keep the students integrated in the regular classroom and to provide programs to meet the needs of the students to enhance learning and self-esteem. This may be done individually as well as in small and large groups.

## Homework is defined as:

- Completion of assignments not finished in class;
- Reinforcement of new skills and concepts which could take the form of extra worksheets and textbook assignments, additional practice, review of daily lessons and study for tests;
- Extension of newly acquired skills and concepts, which could take the form of enrichment, projects, research and related reading.
- Home Reading Program and spelling practice
- Drilling basic facts in mathematics

The amount of time required for each child will depend upon the grade level, ability and needs of the student. In the event that a student is away for a vacation during the school year all work will be collected and given to the students upon their return from holidays to be completed on a schedule as set out by the teacher.

# HOMEWORK POLICY

## VALUES

Homework:

- Increases the possibility of high achievement; (Research indicates time spent on homework correlates with better achievement.)
- Enables all students who do homework regularly to achieve a greater level of success.
- Teaches students time management.

## OBJECTIVES

The objectives are to:

- Teach a sense of responsibility.
- Instill a sense of importance of education
- Instill a sense of self-worth and an awareness of abilities
- Make learning a continuous process (in and out of school)

## ROLE OF TEACHER

The teacher is to:

- Clearly outline assignments and test expectations.
- Check assignments and student notebooks.
- Keep parents informed on a regular basis.

## ROLE OF STUDENT

The student is to:

- Write down assignments and dates of upcoming tests (grades 3-8) in their agendas
- Complete work on a daily basis and submit major projects by due dates.
- Ask parents to check homework regularly.
- Ask for assistance if difficulty is encountered.

## ROLE OF PARENT

The parent is to assist the student in selecting an appropriate workplace, assist in setting a specific time for homework and check for homework completion.

## Use of Mobile Communication Devices/Social Media

Mobile phones are to be kept in lockers or backpacks and on silent mode so as not to disrupt classes. Mobile devices are not to be used during the school day, this includes before and after school programs.

Christ the King School is very proud of the level of respect and maturity its students demonstrate both at school and away from it. These expectations extend to the activities of students both on social media and in their personal lives; students are expected to comply with the Code of Conduct in both respects. Conduct of students online or outside of the school which have an impact on other students or staff, the community or the reputation of the school will be subject to the same interventions as if those activities took place at the school.

## Cell Phone/Device Rules

Kindergarten to Grade 8 students are banned from using cell phones during school hours, inclusive of breaks and lunch. This includes all washrooms and change areas, before and after school program, the school bus, Shops for Gr. 7 and 8. **This cell phone ban includes similar functioning devices including smart watches.** Any student who uses a cell phone when it is not permitted will have their phone confiscated and cannot retrieve it until the end of the school day. Please note that if a student disregards cellphone rules, further discipline may be warranted.

As a result of these measures, parents are advised to avoid texting or calling their children during school hours and should not expect a response from their child during this time. If an emergency occurs, please contact the school office at 204-257-0027.

Appropriate exceptions to support student medical and diverse learning needs may be warranted, **but will only be accepted and authorized by the School Principal.**

All students at **Christ the King School** will have access to our electronic technology. Each student is required to use the technology in a responsible manner to facilitate their learning.

## Assessment and Reporting

Student assessment and reporting is an integral part of the educational process and an important aspect of communication between the school, the student and the home. It provides constructive feedback, which focuses on growth and achievement. CTK School is committed to fair and effective student assessment as a critical component of the teaching and learning process. Our Junior High students write three exams in January and June.

### **Reporting Period:**

#### 1) Written Report Cards:

Parents will receive a comprehensive written report card in November, March (February for Grade 7 & 8) and June, which will reflect the student's achievement three times during the school year.

#### 2) Parent/Student/Teacher Conferences:

These conferences are held twice a year. The first set of conferences are **mandatory** for all parents. It is encouraged that students attend and participate in the process.

## Technology Use Contract

All students and parents are required to sign a **Student Technology Use and Cell Phone Policy and Contract** for the use of the Internet. A copy of the signed agreement is placed in the student's file at school.

## Concerns? Parents Should Call the Teacher First

At one time or another, we have all experienced a misunderstanding with someone. Did she say this? What did he mean by that? What happened?

While we all have ways of handling a concern such as this with our families, our children or our employers, how should you handle a misunderstanding with your son's or daughter's school?



## Communication is the key!

First, contact the school and request to speak to the teacher involved. If you call when the teacher is in class, you may leave a voice message and the number where you can be reached during the day as well as in the evening.

Explain your concerns to the teacher. Try to remain calm and collected, as most issues can be resolved with greater ease if both parties remain cool-headed and polite.

Be sure when stating your concern to focus on the issue. Phrases such as, "I heard that this was said" or "I understand that this happened" or "Could you tell me about what happened" are good ways to start the dialogue.

Many misunderstandings can be worked out by talking with the teacher.

However, if by chance the matter is still not resolved to your satisfaction, you should tell the teacher you will contact the school administration and then contact the school Principal.

The Principal in conjunction with the teacher or other staff member will work towards resolving your concern. This may be done through a phone call or a meeting at the school.

Should the matter still be unresolved at this point, you should tell the Principal that you may contact the Chair of the School Board.

On the other hand, if teachers and / or other staff members have done something, which you applaud, why not phone them, write them a note, or even send a letter to the Principal. Teachers can also be contacted by email. Staff will respond to emails within 48 hours or 2 days.

## School Communication

Parents are informed of events happening at Christ the King School through weekly email reminders, seasonal newsletters, letters to parents/guardians, monthly calendars, bulletin boards and TV in the school foyer. Parents can also access information on our school website at [www.ctkschool.ca](http://www.ctkschool.ca).

## Uniform Policy

**Revised Date: May 2023**  
**Approved by School Board on May 29, 2023**

**Effective: September 2023**

The school uniform reflects the Christian principles and is a symbol of the Catholic values taught in our school. We believe that wearing a school uniform reduces peer pressure and develops a sense of belonging and community which in turn helps increase self-esteem and spirit and reinforce feelings of oneness among students.

Part of each child's educational growth is learning to take pride in their appearance and to dress properly. Purchasing uniforms from the supplier ensures clothing durability, material quality and color consistency which promotes uniformity in dress and good public image. Together with their parents, each child is responsible for proper grooming and cleanliness, taking care to appear neat and well-kept when representing the school.

## POLICY

Christ the King School students must wear the school uniform. The CTK crest must be visible at all times.

Uniforms are to be worn from the first day of school in **September** until the final day of classes in **June**, unless parents are otherwise notified.

School uniforms, excluding shoes and socks, and belts must be ordered through **Top Marks Uniform Suppliers**.

Uniform ordering must be made available for sizing and purchase on designated days in May or June of each year. Uniforms will also be available for purchase throughout the year by contacting Top Marks at: [www.topmarks.ca](http://www.topmarks.ca)

Final decisions regarding appropriate dress will be left to the discretion of the teacher or the principal.

### **Exceptions:**

Upon approval of the principal, exceptions to the policy are permitted in accordance with culturally specific norms and traditions.

Uniforms are not required on school designated "Colour days" or where students are attending shops classes at a school within the Louis Riel School Division (grade 7 and 8 only).

### **Violations:**

Disregard of the school UNIFORM POLICY will result in one or more of the following actions:

- ◆ Follow up with parent(s)/guardian(s) and warning
- ◆ A blue note will be sent home for parents to sign and return to school the next day.
- ◆ Detentions to be served outside school hours (grades 5-8 only).
- ◆ Repeated non-compliance with this policy (more than 3 times per month) will result in the student being sent home.

Students attending the school with hair colors and cuts outside the policy will be provided with a blue note from the principal or teacher to be signed by their parents. Students will be expected to rectify the situation within 5 days.

# School Uniform Guidelines



## Boys (Jr. Kindergarten to Grade 8)

- \*Navy pants which must be worn at natural waistline
- \*Short or Long Sleeved CTK crested shirt or polo shirt (White or Burgundy)  
Full Zipped CTK crested Hooded Fleece or Jersey cardigan (Burgundy)
- Navy walking or Cargo \*shorts must only be worn in September, October, May and June

## \*JK – compulsory items

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## Girls (Jr. Kindergarten to Grade 8)

- \*Short or Long Sleeved CTK crested shirt or polo shirt (White or Burgundy)  
Full Zipped CTK crested Hooded Fleece or Jersey Cardigan (Burgundy)
- \*Navy pants which must be worn at the natural waistline



-Or-

Navy \*skorts with navy tights or knee –high socks

-Or-

Navy Jumper/Tunic with navy tights or knee -high socks (no leggings)

-Or-

Navy pleated \*skirt worn at natural waistline, with navy tights or knee -high socks

Navy \*shorts must only be worn in September, October, May and June.



## \*JK – compulsory items

**\*All skirts and shorts must be a maximum 6 centimeters above the knee, including on designated school ‘colour’ days. No leggings are allowed to be worn under uniform skirts/shorts.**

## SOCKS

Must be worn on all days and must be visible above the ankle at all times.

\*Socks should be of neutral colour (navy, black, grey or white) and must have a minimum of a two –inch cuff. No bright colors or patterns are permitted.

## \*JK – compulsory items

## SHOES

Indoor shoes must have no marking soles and **must not have bright or neon colours**. (Where possible, primary color of indoor shoes must be a neutral color such as black, navy, grey, or white. Secondary colours should be limited).

Shoes must be laced and properly tied. No colored laces.

Slip on shoes must fit appropriately on the foot.

No flip flops, Crocs, sandals, slippers (incl. UGG), shoes with wheels, runners with flashing lights or fashion boots.

Proper runners, with non-marking soles must be worn in gym class.

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## HAIR

Hair must be combed and worn neatly to ensure it is not hanging in the eyes.

Coloured hair must be within the natural color spectrum.

Various hair dyes, colours and extreme hair-cuts (spikes) are not permitted.

Hair accessories should be modest (when possible, stay within school colours – white, blue, burgundy).

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## JEWELRY/ACCESSORIES

Belts must be of neutral colour (brown, black or navy) and worn inside the belt loops.

Earrings are the only permissible body piercing.

Jewelry should be minimal and modest.

Hats and sunglasses must not be worn inside the school.

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## BOYS AND GIRLS GYM UNIFORM

Burgundy gym shorts (Gr. 3- 8)

CTK logo gym T-shirt (Gr. 3 – 8)

Appropriate running shoes with non-marking soles (colours permitted for gym runners only) for all students JK – Gr. 8

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## COLOUR DAYS

Students are expected to dress appropriately on Colour Days.

Clothing must be clean, and appropriate, without tears or holes.

T-shirts displaying violence, death or offensive remarks and revealing clothing are not permissible.

Tops should have sleeves (long or short); mesh tops, tank tops, tops with spaghetti straps and crop tops are not allowed.

\*All skirts and shorts must be a maximum 6 centimeters above the knee.



## Lost and Found Items

During the school year, many students misplace or forget a variety of items including shirts, pants, sweat pants, socks, mittens, boots, sweaters, etc. These items are stored in our “Lost & Found” box on the main floor. During various school events throughout the year, Lost and Found items will be displayed in the hallway for students and parents to check for lost items. At the end of the school term, we donate any non-uniform items to a charitable organization.



## Personal Belongings

Parents are asked to **label their children's clothing**. It is often difficult to identify similar items of clothing due to our uniform. We ask that video games (Nintendo, iPods, etc.), other toys, card collections, jewelry and any valuable belongings be left at home. The school will not assume responsibility for lost or damaged items. Laser pointers are not permitted at school. Above items may be confiscated and returned to the owner at the teacher's discretion.

## School Agendas

School agendas are to be used as an organizational and planning tool and are an effective means of communicating between home and school. The students in grades 3–8 will be given an agenda. At the 1-2 grade levels classroom teachers will develop and use individual instruments for homework organization. Please support and encourage the use of these valuable tools to learning.

## Bicycles

Students who live near the vicinity of Christ the King School may ride their bikes to school. These may be chained to the bike rack located near the back doors. Students bring bicycles to school do so at their own risk.



## Roller Blades, Skateboards, Scooters, Wheelies

A reminder that skateboards, wheelies, scooters, and roller blades are not allowed on school grounds during the school day.

## Lunch Program

Our students stay for lunch at school. Students are supervised while eating in their classrooms. They are allowed to access the playground before (JK/K/Gr 4-8) or after (Gr 1-3) they have completed their lunch where supervision is also provided. **Junior K – Gr. 6 students are not allowed to leave the school grounds during lunch hour** unless being picked up by a parent.

As a privilege, our Junior High students are allowed to leave the school grounds for lunch but require a signed and dated note indicating the restaurant (Tim Hortons or Juniors—students are not allowed to cross St. Mary’s Rd.) **each time** they leave during school time. They will be signed out when they leave and signed back in when they return. If students forget to let the office staff know that they have returned, their privileges to leave the grounds may be suspended for a period of time determined by the principal.

## Lunch Rules

1. Sit down to eat and do not walk around the classroom
2. Talk using your inside voice and do not yell across the room
3. Ask for permission to leave the classroom (bathroom or water fountain)
4. Raise your hand to ask for help (opening containers)
5. Use your manners (please and thank-you)
6. Follow directions quickly when asked to clean up and get ready (for outside)
7. Clean up after yourself
8. Do not share food or touch someone else’s food
9. Listen to supervisors
10. Line up quietly when going outside for recess

**The lunch program is a privilege. If students do not follow the lunch rules, they may be suspended from the lunch program for a period of time as determined by the principal and parents will be responsible for their care offsite during the lunch period.**

## Milk Program

Christ the King School offers a very convenient milk program where students can pre-purchase tickets for 250ml milk cartons (white or chocolate) for lunches. Tickets are to be purchased directly from the school office, please send cash (exact change) or cheque in an envelope or small Ziploc bag with your child. Tickets will be given to the student by the school office after payment. Tickets not used in a school year may be used in subsequent school years.



## Bus Program

The bus service is available for all students of Christ the King School who attend Junior Kindergarten to Grade 8 provided there is ample space on the bus, and if an extra pick-up does not substantially increase the time of the bus route. The information regarding fees and the bus registration form can be found on the school website. To register for bus service, please complete the form and send it to the school office. If your home is within the bus route the bus driver will contact you indicating the estimated pick-up/drop-off times. All bus riders must sit the entire ride in the seat assigned to them facing forward, keeping their hands and feet within their seating area. Any misconduct could result in your child being removed from using the bus service for a period of time as determined by the principal.

Students are dropped off in the bus/loading zone on Fernwood Avenue. Please make sure that the bus has ample room for parking during pick up or drop off times. The bus will not run if the temperature reaches -45. Parents will be notified in the morning by means of the email system in place.

## Before and After Care Program

Christ the King School provides quality childcare in a safe, convenient and caring environment for children 4-13 years old who are attending our school. Please call (204) 257-0027 for more information. The hours of operation of the Before School Program are 7:00am to 8:30am and the After School Program from 3:25pm to 6:00pm. The program is available on regular school days only. Parents must call the After School phone number 204-612-4601 to collect their child/ren at the end of the day and your child/ren will be brought to you. **Pickups after 6:00pm are subject to a fee of \$5.00 for every 10 minutes (or portion thereof) after 6:00pm.**



## Inservice Day Care Program

On the Inservice Days during the year, pre-registered daycare is available from 8:00am until 5:00pm. Students are required to bring their own lunch but snacks and activities are provided. Parents can register (with payment) for one of two options: 1) all the inservice days at once or 2) just for the individual days as needed (registration form and payment must be received 5 days prior to the inservice day). Prompt registration is advised as spaces are limited. The Inservice Daycare Registration form can be found on our website. \*Fees will **not** be reimbursed for any days missed.

## Fundraising

Christ the King School engages in fundraising throughout the year to fund special programs and activities within the school community. Parents will be notified by the Board/Parents' Association of each event. Please support our school's PAC and School Board in all fundraising activities.

Bingo evenings are an important source of revenue for our school. They are held every Friday evening. Check the school website for sign up.



## Fun Lunch Program

Christ the King Parents' Advisory Council, as part of its fundraising program, offers monthly fun lunches throughout the school year. Notices are sent home to parents via the school's Weekly Reminders indicating the lunches being offered and the deadlines for pre-ordering a fun lunch for their children. Parents are then able to place their orders online using the Munch-a-Lunch program which can be found on the school's website. Fun Lunch days are an opportunity for the students to participate in Theme Colour Days (ie. Sports day, twin day, pajama day). During Colour Days, students may choose to abstain from wearing their uniform. Please ensure that appropriate clothing is worn at school on those days.

## Volunteers

Christ the King School strongly supports the role of our volunteers. We ask that all volunteers must have a Child Abuse Registry check done every 5 years, forms are available in the school office. Parent volunteers are also asked to sign in the book in the Lennox entrance when they arrive. Parent volunteers will be able to do various tasks in their own child's classroom. It is hoped that if individual academic instruction is required that a parent from another class will be able to be assigned to that task. Parents can access the volunteer portal on our website to find volunteering opportunities.



## Windchill

CTK School recognizes that it is important for students to have the opportunity for outdoor physical activity and a chance to play. At the same time, the safety of students must be taken into account when dealing with inclement weather. Based on Canada's New Wind Chill Index, when the wind chill is -27 or more, students will remain in the school during recesses and at lunchtime.

*School administration will make their decisions based on the weather information from the Louis Riel School Division and the Forks.*

## Winnipeg Police Community Relations - Street Proofing

### School Closure due to Inclement Weather

Early dismissals due to blizzard warnings or other emergencies are a possibility during the school year. The procedure is as follows:

If an emergency where early dismissal is necessary, announcements will be made over radio station **CJOB**. Also check the school website and the PAC Facebook page.

#### ***Bussed Students:***

If bus transportation is cancelled due to inclement weather conditions, or an unexpected emergency school closure parents will be notified by the bus driver. If the wind chill is -45 at the Forks at 6:00 am, bus service will be cancelled for all trips all day. This decision is made by the Metro Superintendents.

#### ***Non-Bussed Students:***

Students will be dismissed at regular school hours even if transported students are taken home early due to storm warnings. In the event that the whole school closes early, the school will email the parents to inform them of the early dismissal. Students will be supervised at school until a parent/guardian can pick them up.

Occasionally, the Winnipeg Police Service (WPS) will inform schools of persons suspected of attempting to pick up or harm children. This information usually contains a description of the individual, of a vehicle, and usually the vicinity of the incident.

We also instruct teachers to review street proofing techniques with their students. All classroom teachers are expected to discuss various street proofing topics based on their age level.

In order to assist parents with street proofing, we are providing the following information from the WPS which will make your child aware of potential dangers she/he may encounter on the street.

### Guidelines to Street Proofing Children

1. Does your child know what to do if lost?
2. Have you ever discussed peer pressure with your child?
3. Have you ever discussed with your child what abnormal behavior is?
4. Have you discussed when your child should get out of a friend's car?
5. Have you discussed with your children what should be done if they find themselves at a questionable party?
6. Have you ever taken a walking tour of your neighborhood?
7. Have you physically checked out the facilities your child attends - a) day care b) sports facilities c) social area?
8. Does your child know when to reject adult authority?
9. Have you ever discussed emergency procedures with your child?
10. Does your child carry personal identification and medical information?
11. Is your child prompt?
12. Are you prompt?
13. Do you know if your child is a follower?
14. Do you know if your child is a wanderer?
15. Can you account for your child's whereabouts hourly?
16. Have you discussed with your child who might be the best people to approach if he or she needs help?
17. Have you ever done any public transportation training with your child?



## Guidelines to Street Proofing Children.. cont'd

18. Do you know specifically how much money your child has to spend?
19. In the presence of your child, do you display a positive attitude towards police and the law?
20. Is your home a gathering place for kids -
  - a) Do you know why?
  - b) Do you know whose house is a gathering place for kids?
21. Do you know the telephone numbers and addresses of your child's friends?
22. Have you met the parents of your child's friends?
23. Do you feel you:
  - a) Listen to your child?
  - b) Spend enough time with your child?
24. Does your child know how and where to reach you at any time?

For further information, please contact:

**WINNIPEG POLICE COMMUNITY RELATIONS**

Ph: 204-986-6322



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**Ph.: 204-257-0027**

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