

ST. LUKE'S



OUTREACH CENTRE



Leave Not One Heart Behind

Student and Parent Handbook 2015 - 2016

St. Luke's Outreach Centre Okotoks
Box 1449 Bay 1, 22 Elizabeth Street
Okotoks, AB T1S 1B4

St. Luke's Outreach Centre Brooks
Bay #9, 1308 - 2A Street West
Brooks, AB T1R 0V5

St. Luke's Outreach Centre High River
339 - 3 Avenue S.E.
High River, AB T1V 1H8

St. Luke's Outreach Centre Drumheller
Box 1948, Bay 1, 515 Highway 10 East
Drumheller, AB T0J 0Y0

Main Campus (Okotoks)

Telephone: (403) 995-0287 Fax: (403) 995-3472

Principal: Leslie Woehleke (lwoehleke@redeemer.ab.ca)

CONTENTS

1. Principal's Message

2. School Traditions

- 2.1. School Vision and Mission
- 2.2. Logo
- 2.3. Patron Saint

3. School Organization

- 3.1. Staff of Saint Luke's Centre Okotoks
- 3.2. Staff of Saint Luke's Centre Brooks
- 3.3. Staff of Saint Luke's Centre High River
- 3.4. Staff of Saint Luke's Centre Drumheller
- 3.5. District Office
- 3.6. Trustees
- 3.7. Telephone Numbers
- 3.8. Addresses

4. Home and School

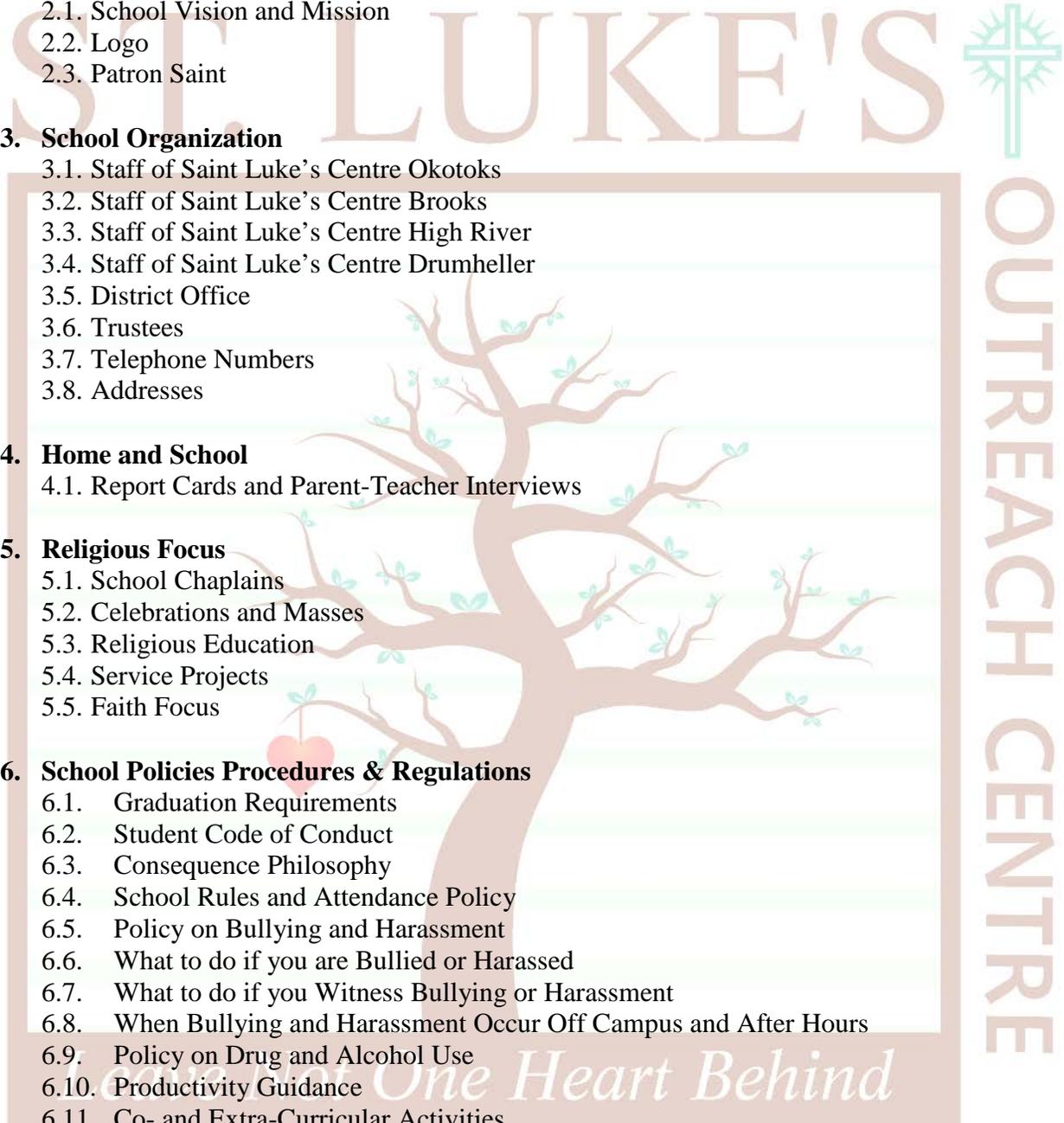
- 4.1. Report Cards and Parent-Teacher Interviews

5. Religious Focus

- 5.1. School Chaplains
- 5.2. Celebrations and Masses
- 5.3. Religious Education
- 5.4. Service Projects
- 5.5. Faith Focus

6. School Policies Procedures & Regulations

- 6.1. Graduation Requirements
- 6.2. Student Code of Conduct
- 6.3. Consequence Philosophy
- 6.4. School Rules and Attendance Policy
- 6.5. Policy on Bullying and Harassment
- 6.6. What to do if you are Bullied or Harassed
- 6.7. What to do if you Witness Bullying or Harassment
- 6.8. When Bullying and Harassment Occur Off Campus and After Hours
- 6.9. Policy on Drug and Alcohol Use
- 6.10. Productivity Guidance
- 6.11. Co- and Extra-Curricular Activities
- 6.12. Student Valuables
- 6.13. Student Parking
- 6.14. School Fees
- 6.15. School Entrances and Exits



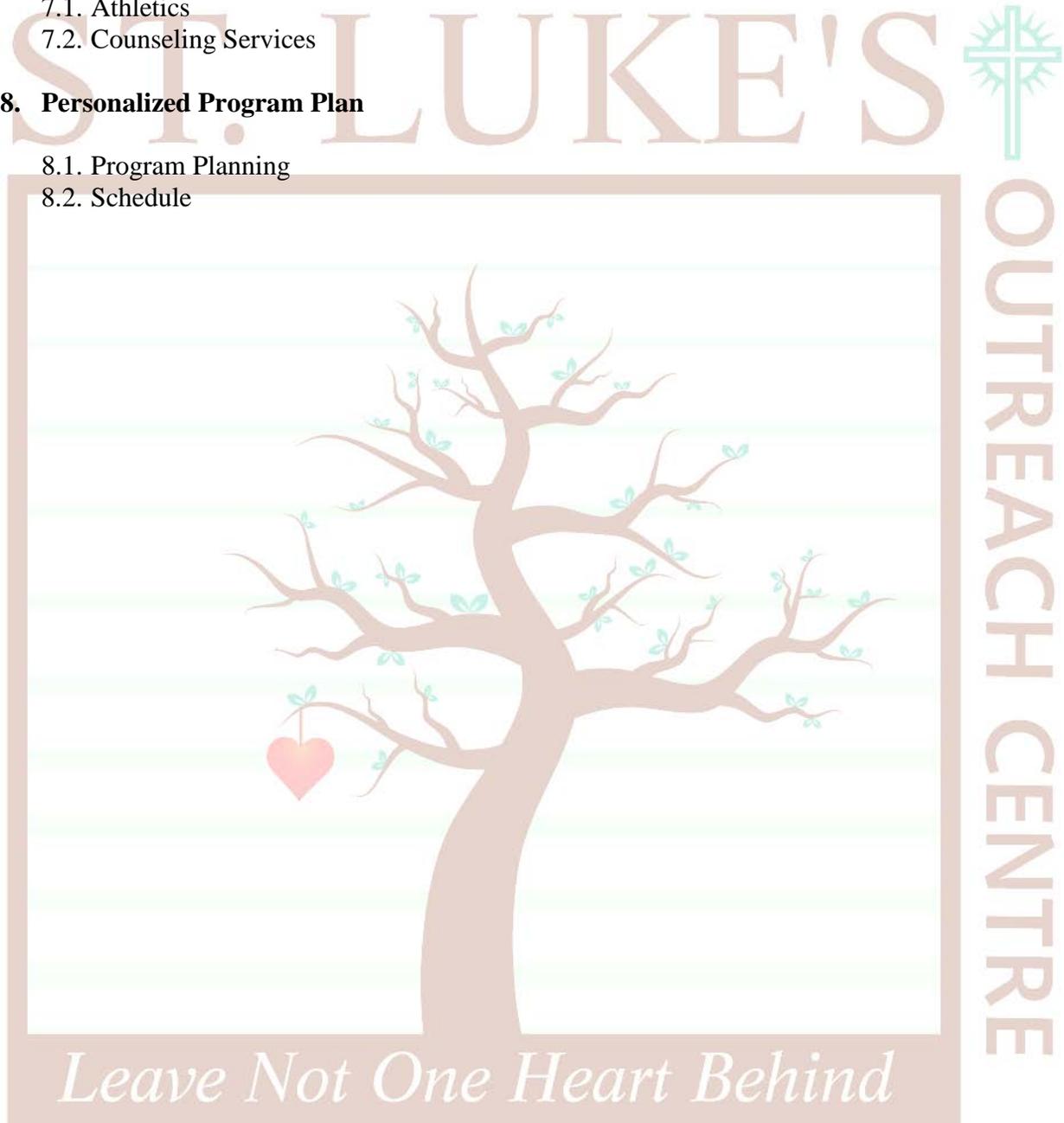
- 6.16. Fire Drill Procedures and Emergency Evacuation Plans
- 6.17. Lock Down Procedures
- 6.18. Internet Acceptable Use Policy

7. School Activities & Programs

- 7.1. Athletics
- 7.2. Counseling Services

8. Personalized Program Plan

- 8.1. Program Planning
- 8.2. Schedule



1. PRINCIPAL'S MESSAGE

"Leave Not One Heart Behind"

As principal of our four campuses operating in Okotoks, Brooks, High River and Drumheller, I am very excited to continue to work with the students, parents and staff of St. Luke's Outreach Centre. This will be our ninth year of operation and it is with great anticipation, hope and joy for each student that I write this message.

ST. LUKE'S



OUTREACH CENTRE



Leave Not One Heart Behind has been a statement that I have believed in and attempted to live by on a daily basis since the Board of Trustees of Christ the Redeemer Catholic Schools adopted it. St. Luke's Outreach Centre students are gifts from God to all of us. Indeed, each one is special and unique and requires programming suited directly to their individual needs.

Our goal and mission is to ensure that we do not *Leave One Heart Behind*. The staff at St. Luke's Outreach Centre will do everything possible to develop and meet the spiritual, social, emotional, psychological and academic needs of each of our students; not just to complete high school, but ultimately to become productive members of society.

As is found in the gospel of St. Luke, through the parables of *The Good Samaritan* and *The Prodigal Son*, the themes of support and acceptance are prevalent. St. Luke's Outreach Centre, like the Good Samaritan and the father of the Prodigal Son, will be a source of love, acceptance, assistance and support for the students we serve.

May God's blessing be upon the students, staff, and all those who bless us with their presence at St. Luke's Outreach Centre during the 2015-2016 school year.

God Bless!

Leslie Woehleke
Leslie Woehleke
Principal

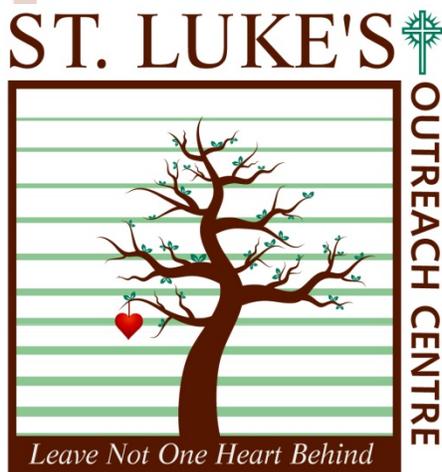
2. SCHOOL TRADITIONS

2.1 School Vision and Mission

Our vision is to create a loving, caring, faith-filled learning environment where students are equipped to become resilient, confident, valued and engaged community members who make healthy decisions in their work and personal lives. Furthermore, our students will recognize their own value and worth and that of others.

Our mission is sincere and simple: ***Leave Not One Heart Behind.*** We want each of our students and parents to remember that St. Luke's Outreach Centre lives and truly believes in the statement above.

2.2 St. Luke's Outreach Centre Logo



The logo for St. Luke's Outreach Centre is both simple and symbolic. The tree with its branches refers to John 15: "I am the true vine and my father is the vine dresser." The branches symbolize our desire to reach out to each of our students. The new leaves symbolize a new beginning; a fresh start. The heart symbolizes that we will do everything possible, with the help of our loving Father, to "Leave Not One Heart Behind."

2.3 St. Luke – The Patron Saint of Saint Luke's Centre



St. Luke's Outreach Centre www.redeemer.ab.ca/stl-oko/Pages/default.aspx is an independently operated school and is affiliated with St. Paul's Academy www.redeemer.ab.ca/cfl/Pages/default.aspx, an online school that provides most of the curricular programming for the school. Above all, the name "St. Luke's" was chosen because St. Luke was St. Paul's disciple and biographer. St. Luke was the writer of the Gospel of Luke and the Acts of the Apostles and has been identified with St. Paul's "Luke, the beloved physician" (Colossians 4:14). Thus, all of St. Luke's writing is based on the authority of St. Paul. The connection between St. Paul and St. Luke made the choice of the name St. Luke's a natural fit. Like the relationship between St. Luke and St. Paul, St. Luke's Outreach Centre will act as a companion program to St. Paul's Academy. There is more symbolism to make St. Luke's the perfect choice for a name. Luke was the loyal comrade who stayed with Paul when

he was imprisoned in Rome. In chapter four of the second book of Timothy, Paul, after being deserted by all of his friends, stated, "Only Luke is with me." Like Luke, St. Luke's Outreach Centre has the sincere desire to be with its precious students, even when they have been abandoned by everyone else. In addition to this, Luke's gospel is the only one to recount two of the most powerful stories of love contained in the Gospels. The first is the Prodigal Son. St. Luke records this parable, told by Christ, which so powerfully demonstrates the importance of forgiveness and reconciliation. At St. Luke's, we pray every day that our school may be a source of love and acceptance for our students. The second of Christ's parables that only St. Luke records is that of the Good Samaritan. In the time of Christ, the Samaritans were a race of people despised by the Jews. Christ casts the Samaritan as the hero in the story, as he is the only person that helps the destitute traveler. Again, at St. Luke's, we pray every day that we may have the heart of Christ's Good Samaritan in our quest to Leave Not One Heart Behind. St. Luke's symbol is the Ox. The Ox represents sacrifice....the sacrifice that Christ made for the world. At St. Luke's, we also pray every day that we might make every small sacrifice possible to meet the needs of our students, who are precious to us and precious to God.



ST. LUKE'S
OUTREACH CENTRE

3. SCHOOL ORGANIZATION

3.1 Staff of Saint Luke's Outreach Centre Okotoks

Mrs. Leslie Woehleke – Principal
Mrs. Niki Doyle – Vice Principal
Mrs. Jodi Parks – Teacher
Mrs. Val McLellan – Teacher and Guidance Counselor
Mr. Chris Sciberras – Family School Liaison Worker
Mrs. Carol Faye – Educational Assistant
Ms. Rita Charlebois – Administrative Assistant
Mrs. Jessica Hood – Family School Liaison Worker
Mr. Bob Farstad – Connections
Mr. Peter James – Connections

3.2 Staff of Saint Luke's Outreach Centre Brooks

Mrs. Leslie Woehleke – Principal
Mrs. Niki Doyle – Vice Principal
Mrs. Mary Ann Noack – Teacher
Mrs. Lenita Musgrove – Educational Assistant
Mrs. Jodi Allen – Family School Liaison Worker

3.3 Staff of Saint Luke's Outreach Centre High River

Mrs. Leslie Woehleke – Principal
Mrs. Niki Doyle – Vice Principal
Mrs. Catherine Gibbs – Teacher
Mr. Bryant Hurst – Teacher
Mrs. Jessica Hood – Family School Liaison Worker

3.4 Staff of Saint Luke's Outreach Centre Drumheller

Mrs. Leslie Woehleke – Principal
Mrs. Niki Doyle – Vice Principal
Mr. Jamie Mahon – Teacher
Mrs. Bonnie Hopkins – Educational Assistant
Mrs. Jessica Hood – Family School Liaison Worker

3.5 District Office

Dr. Scott Morrison, Superintendent
Mr. Gary Chiste, Deputy Chief Superintendent
Dr. Bonnie Annicchiarico, Associate Superintendent
Mr. Michael Kilcommons, Associate Superintendent
Mrs. Rhonda Schachterle, Director of Student Services
Mr. Dan Hamilton, Family School Liaison Coordinator

3.6 School Trustees

Brian Lyttle - MD of Foothills	Mark Chung- Drumheller
Ron Schreiber - Town of Okotoks	Vijay Domingo - Canmore
Joanne VanDonzel - High River	Harry Salm – Strathmore
Mary Stengler - Brooks	Christie Caskey - Oyen

3.7 Telephone Numbers

St. Luke's Okotoks:	(403) 995-0287	Fax: (403) 995-3472
St. Luke's Brooks:	(403) 362-5030	Fax: (403) 362-5613
St. Luke's High River	(403) 652-1919	Fax: (403) 652-1939
St. Luke's Drumheller	(403) 995-4848	Fax: (403) 823-8608
Christ the Redeemer Catholic: Education Centre (CRCEC)	(403) 938-2659	Fax: (403) 938-4575

ST. LUKE'S



OUTREACH CENTRE

Give Not Only the Gift of Money, but the Gift of Time

3.8 Addresses

St. Luke's Outreach Okotoks
Box 1449 Bay 1, 22 Elizabeth Street
Okotoks, AB T1S1B4

St. Luke's Outreach Brooks
Bay 9, 1308 – 2A Street West
Brooks, AB T1R0V5

St. Luke's Outreach High River
339 – 3 Avenue S.E.
High River, AB T1V1H8

St. Luke's Outreach Drumheller
Box 1948, Bay 100, 515 Highway 10 E.
Drumheller, AB T0J0Y0

4. HOME and SCHOOL

4.1 Report Cards and Parent-Teacher Conferences

Report cards are mailed home four times per year (twice per semester), and students and parents have 24 hour access to student marks and progress on-line. Formal parent teacher interviews are held twice a year; at the end of the first reporting period and again after the third reporting period. These meetings are usually held at the Okotoks Centennial Centre by appointment from 2:00 p.m. to 8:00 p.m. All local parents are strongly encouraged to attend. While these formal parent teacher interviews are scheduled twice a year, parents are welcome to contact individual teachers at any time throughout the year at any of the Outreach campuses to discuss their child's progress.

5. RELIGIOUS FOCUS

5.1 School Chaplains

In the communities of Okotoks, Brooks, High River and Drumheller, Parish Priests are also available for personal and spiritual counseling upon request.

Okotoks:	St. James Parish	Fr. Yarek	403-938-3122
		Fr. Dennis Bhaskar	403-938-3122
		Fr. Steve Smith	403-938-3122
Brooks:	St. Mary's Parish	Fr. Raul Hernandez	403-362-4466
High River:	St. Francis De Sales	Fr. Ed Hospet	403-652-2203
Drumheller	St. Anthony's	Fr. Fernando Genogaling	403-823-2683

5.2 Celebrations and Masses

School-based celebrations and Masses occur throughout the school year, and are often held at the local parish. Parents are always invited to participate with the staff and students.

5.3 Religious Studies

Saint Luke's Outreach Centre is a Catholic school and the formation of our students' faith is an important goal. While this manifests itself in all that we do through our daily interactions, formal religious studies are available at all grade levels. These courses (Religious Studies 15, 25 and 35) are all credited and applied toward the high school diploma.

5.4 Service Projects

All students of St. Luke's Outreach Centre are encouraged to participate in service opportunities. We believe that our time, talent, and treasure are gifts given to us by God to be used wisely in sharing with others. Similarly, we recognize that Christian service is an integral part of our Christian witness and, therefore, hope that our community, staff, and students will be involved in practical and concrete ways of serving. The staff at St. Luke's Outreach Centre hopes to instill a belief in the "Pay it Forward" theme with all students.

5.5 Faith Focus

Each campus of St. Luke's Outreach Centre has a faith focus area that allows students and staff the opportunity to reflect on our faith in a way that is meaningful to our school. Our Faith Focus is further reinforced during daily Gospel reading and reflection where students are encouraged to participate in a healthy, supportive, faith-filled environment.

6. SCHOOL POLICIES, PROCEDURES & REGULATIONS

6.1 Graduation Requirements

To obtain a high school diploma, the following minimum requirements must be met:

- English 30-1 or 30-2
- Social Studies 30-1 or 30-2
- Math – 20 level
- Science – 20 level
- Phys Ed 10 – 3 credits
- CALM 20 – 3 credits
- 10 credits, in any combination, from:
 1. CTS or
 2. Fine Arts or
 3. Second Languages or
 4. Phys. Ed. 20 and/or 30 or
 5. Locally developed/acquired and locally authorized courses in CTS, fine arts or second languages.
- 10 credits in any 30 –level course other than English and Social Studies.

High School Courses

There are several sequences of high school courses, advanced and general, which students may enter when coming into Grade 10.

- English – 10-1, 20-1, 30-1, Or 10-2, 20-2, 30-2
- Social Studies – 10-1 ,20-1, 30-1 Or 10-2, 20-2, 30-2
- Math – 10-C, 20-1, 30-1, 20-2, 30-2 or 10-3, 20-3, 30-3
- Science – 10 which then leads to Chem. 20 - 30, Bio 20 - 30, and/or Physics 20 - 30 Or 14 -24

Students must recognize that the courses that they choose in High School will affect their future choices when High School is completed. This is especially important when considering the type of post-secondary education you wish to achieve.

Students completing high school requirements are eligible to participate in the graduation commencement exercises held at the end of the school year. If it is your goal to graduate, or re-enter your resident Catholic school, all graduation requirements apply.

6.2 Student Code of Conduct

The school code of conduct includes a philosophy about consequences and a specific list of rules. The cornerstones of our student Code of Conduct and school rules are ATTENDANCE, COOPERATION, EFFORT AND RESPECT.

The Student Code of Conduct supports, and is supported by, the Alberta School Act, specifically section 12 which states: A student shall conduct himself so as to reasonably comply with the following code of conduct:

- a) be diligent in pursuing the students studies;
- b) attend school regularly and punctually, specifically as agreed upon in the Student Schedule Contract. At St. Luke's, students are expected to be in attendance full time if not working;
- c) co-operate fully with everyone authorized by the board to provide education programs and other services;
- d) comply with the rules of the school;
- e) account to the student's teachers for the student's conduct; and
- f) respect the rights of others.

School faculty has the responsibility to enforce the school rules. Appeals may be directed to the Principal.

Leave Not One Heart Behind

6.3 Consequence Philosophy

Students will be given clear guidelines for behavior as a proactive measure to avoid the application of consequences. These consequences may be outlined in a contract signed by the student, with one or more of the following - teacher in charge or principal, counselor, or parent - or may be delivered orally when the circumstances warrant it. Consequences will be applied in a manner that preserves the dignity of the student in question. The goal is for consequences to be as logical as possible, as a means to ensure they are as instructive and effective.

Students should accept responsibility for their behaviors and commit to modifying and improving their behaviors when necessary. Constructive and corrective feedback will be given after consequences are applied, yet forgiveness and reconciliation are the ultimate goals after consequences have been applied.

Students who fail to accept or follow through on the logical consequences imposed by a faculty member send the message that they are not remorseful, and/or are not accepting full accountability for their actions. These sorts of scenarios are extremely problematic and are regarded as issues that should be addressed through guidance and counseling. Consequences will escalate for repeat behaviors.

One of the most routine consequences will be to ask the student to work in an isolated space. If this is deemed an unsuccessful intervention, students may be suspended from school. In these situations, all efforts will be made to contact parents/guardians. If considered a safety issue, staff will transport students to a safe place as agreed upon with parent/guardian. All other elements of the suspension process will adhere to section 24 of the School Act.

6.4 School Rules and Attendance

St. Luke's Values ATTENDANCE, CONSIDERATION, EFFORT AND RESPECT. The expectation is that every student and staff member is to be treated with respect and compassion within clearly defined boundaries. Policies and processes are to be transparent. Changes to individual student scheduling and attendance are only to be made with joint St. Luke's Outreach staff member, parent, and student consent. We at St. Luke's recognize and value the parent's role as primary educator, the student's right to self-direct and set positive, healthy goals for him/herself and the right of St. Luke's staff members to create and operate within a healthy and nurturing environment.

“DO UNTO OTHERS AS YOU WOULD HAVE DONE UNTO YOU.”

1. Students will abide by their Personalized Program Plan with regard to attendance, punctuality and break times.
2. While on site, students will be productive and non-disruptive. Effort = Success
3. Students will be polite in word and gesture to staff, guests, and other students.
4. Students who are confronted with an offer to fight shall decline the offer, leave the scene and inform a faculty member.
5. Students will wear neat, clean, un-torn clothing that is not overly revealing and reflects positively on our Catholic faith and values.
6. Students may be asked to remove hats, headgear or sunglasses in the building.

7. Unregistered guests are permitted in the building with the approval of the teacher in charge who will need a minimum of one day's notice (see section 27 of the School Act).
8. Students who are of legal age to smoke shall only do so if they avoid loitering by local businesses. We encourage students to walk away from our facilities as they smoke to avoid loitering.
9. Students shall not possess or be under the influence of illegal drugs or alcohol.
10. Students shall not possess knives or any object that may be used as a weapon.
11. Students shall not possess laser pointers, fire crackers, stink bombs and any other paraphernalia that could cause a disruption to the school environment. This includes vaporizers.
12. Students shall complete their own work without cheating or plagiarizing.
13. Students shall not ignite lighters and matches at St. Luke's Outreach Centre.
14. Students are to respect the residents and business owners in the neighborhood by not littering, loitering on their property and by treating others with respect while on the street or in the surrounding business establishments.
15. Students are to park in designated parking stalls.
16. Students are not to vandalize or deface any school property.
17. Students will follow the schools "Acceptable Use Policy" with the school's computers and the internet.
18. Students will abide by the school's policy on bullying and harassment.
19. Any student who is under a probationary order that includes attendance at school must present a copy of the probationary order to the school.
20. Should the school become aware of any breach to this order while the student is present in the school or involved in school activities, the principal or counselor at the school will contact the probation officer and the student's legal guardian.
21. All students who will be driving to a school event may be asked to present the school with a copy of their valid Alberta Driver's License, automobile registration and insurance. Students may not transport other students in their own private vehicles to or from school field trips or other school-related excursions during school hours.
22. Attendance: Full time students, taking at least 15 credits per semester, are expected to be at school or in school and at a Work Experience placement for a minimum of 18 hours per week if under 16 years of age, or 20 hours a week if over 16 years of age.
23. An independent student, or a parent or guardian, must contact the school for all excused absences which may include: medical (physical/mental health) appointments, legal appointments, working from home (satisfactory progress must be shown weekly – i.e. student must come into school to submit completed assignments), etc. A doctor's note may be requested.
24. Students who miss more than 3 consecutive weeks during a semester, without special approval from the Principal, may be withdrawn from the school.
25. Students receiving Alberta Learners Benefits will meet with the counselor or principal once a month to ensure that the attendance requirements outlined in items 22 through 25 are adhered to, and that acceptable progress is being made. The school is required to report a violation of these requirements to the government which is likely to result in a termination of benefits.

Leave Not One Heart Behind

6.5 Bullying & Harassment

Bullying and harassment are defined as any behaviors, verbal, non-verbal, or sexual that cause

another to feel intimidated, offended, embarrassed and/or humiliated. Bullying and harassment harm individual dignity and respect. They hamper efforts to create a caring Christian community and interfere with a student's right to feel safe and secure within the school environment. St. Luke's Outreach does not tolerate bullying or harassment. At St. Luke's Outreach Centre, every instance of bullying or harassment will be thoroughly investigated. All complaints will be dealt with seriously and repetitious behavior will be viewed more seriously than one time incidents. As a general rule, first-time offenders will be given a warning and formal or informal counseling. In addition parents will be consulted to assist us with giving guidance. However, the school may impose immediate consequences as appropriate. If the initial warning does not result in a change of behavior, the school will normally impose serious consequences including, but not limited to, up to five days of suspension from the school.

St. Luke's responds to bullying of every variety including bullying which is done electronically via means such as email, Facebook, Twittering or texting. Other examples include: Physical Aggression; Social Alienation; Verbal Aggression; Intimidation; and Sexual Harassment.

6.6 What to do if You are Bullied or Harassed

Report bullying or harassment immediately to whomever you feel most comfortable with; the teacher, the counselor, the Connections worker or a trusted teacher. Also, tell your parents. Remember that all concerns will eventually be brought to the teacher in charge and, ultimately, the principal. Some of the best advice we can offer is this; never feel that there is "nothing that can be done," or that the involvement of the faculty will, "just make matters worse." There are many ways to deal with these issues and we will involve both students and their parents in our solutions, while allowing them input with regard to the actions the administration and teachers plans to take.

6.7 What To Do If You Witness Bullying or Harassment

Help the victim. Do not join in. Report bullying or harassment to the principal, the teacher in charge, the counselor, the family liaison worker, the Connections worker or an educational assistant. Educate the offending student when appropriate.

6.8 When Bullying and Harassment Occur Off Campus and/or After Hours

If a student is bullied or harassed by a fellow student off campus and/or after hours, there is a high likelihood that this student will not feel safe and cared for when in the presence of this person while on campus. As a result, the school always needs to be aware of these situations, and, in most instances, get involved. It is important for students and/or parents to inform staff when such incidents occur.

Leave Not One Heart Behind

6.9 Drug and Alcohol Use

There will be absolutely no use of drugs or alcohol during school hours. Any student suspected

of being under the influence of illegal substances, including drugs and alcohol:

- a) will be asked to leave the premises immediately; or
- b) if the principal or staff member believes that the student's condition places him/herself or others at risk medically, physically, or psychologically staff will contact the student's parents and may call 911 for emergency medical and police services.

Repeat behaviors will result in escalating consequences, and students may be required to meet with one of the school division superintendents and receive substance abuse counseling before returning to school.

6.10 Productivity Guidance

Students will be given guidance and assistance to keep them on task. Students who are not working, off task, and/or disrupting others will be asked if they need assistance with their course work, given help if requested, effectively getting student back on task. If repeated reminders to stay on task have to be given, the student may be asked to try another location to work or even asked to leave for a designated period of time at the discretion of the faculty member.

6.11 Co-Curricular and Extra-Curricular Activities

Students in good standing will be permitted to participate in co-curricular and extra-curricular activities directly through St. Luke's Outreach. "Good standing" means that a student has good attendance, adheres to his or her Individual Program Plan, behaves appropriately, and maintains grades to the best of his or her ability. Students will regularly be informed about these events. If a student wants to participate in any event at their resident school or another school in Christ the Redeemer School Division, they must have approval from the teacher in charge or the principal. The teacher in charge or the principal will obtain consent from the appropriate administrator. When attending events at other schools, students are accountable to the faculty of St. Luke's for their behavior.

6.13 Student Valuables

Students should not bring valuables to school. St. Luke's Outreach Centre will not be held responsible for lost or stolen items.

6.14 Student Parking

Students who drive their own vehicles to school should park in the designated parking stalls for St. Luke's Outreach Centre.

6.15 School Fees

We request two cheques. One cheque (\$100) should be post-dated to June 30, 2014 for the textbook

retainer and the other (\$125) is for regular school fee. Cheques are to be made payable to St. Luke's Outreach Centre and submitted to the school within one week of entry. It is imperative that the school receive these fees, as they are used to support the instructional programs offered each year. If you are unable to pay your school fees, or need to provide the school with post-dated cheques, we will be glad to work with you to accommodate your needs.

	School Fees	Co-Curricular and Extra-Curricular	Textbook Retainer (Refundable) *Please Postdate to June, 2016	Total
Grades 7 -12	\$65	\$60	\$100	\$225

\$125 (non-refundable)

6.17 Visitors and Guests

Parents and guardians are welcome to visit St. Luke's Outreach Centre any time. We ask that our Outreach students do not bring other guests into the building without the advance expressed permission of staff. Students are requested to inform all visitors and guests of this requirement. All visitors and guests are required to register with the front desk.

6.18 Fire Drill Procedures and Emergency Evacuation Plan

Upon hearing the smoke detector sound or a faculty member instructing students to evacuate, beginning with the words, "On Alert!" the designated teacher shall get the attendance sheet. Students are to exit by either the front door or back door, whichever door they are closer to or furthest away from the danger. During this time, students should be quiet and follow all instructions of the Outreach faculty. All students are to then go with the faculty members to meet at the designated evacuation location for attendance. Entrance to the building will be permitted only on staff or emergency personnel instructions.

6.19 Lock-Down Procedures

An announcement like the following will signal a lockdown: "On Alert - Lockdown!" The procedures are as follows:

- 1) All faculty and students will enter the designated offices and they will lock the doors.
- 2) The faculty and students will gather in the offices and situate themselves as far away from the windows as possible.
- 3) The Hour Zero colored cards are to be displayed in the office window and under the door. (Red for severe injuries, Green for everyone is ok, Yellow for minor injuries and Blue for missing or extra person.
- 4) If a staff member sees a person that they do not recognize, they should avoid contact with them.

- 5) Students and staff are to stay in place until given further instructions from qualified emergency personnel.

**Christ the Redeemer Catholic Schools Adheres to
Occupational Health and Safety Requirements.**

6.20 Internet Acceptable Use Policy

Guidelines

In the interest of developing socially responsible citizens who carry out their activities with honesty and integrity, staff and students must commit themselves to the ethical use of computer equipment and the Internet as well as the acceptance and use of the computer security procedures used in our Division. Students in Grades 4 and above shall not be granted access to the Internet until they and their parents enter into a contractual agreement with the school indicating their understanding and acceptance of the Division's guidelines and regulations. Students may then use Internet and connected services in a supervised classroom environment.

Storage of Student Files

Storage areas provided for individual users are not private property. The Director of Technology or his designate, teachers or principal may review student files and communications to maintain system integrity and ensure Christ the Redeemer School Division students are using the system in a socially responsible manner.

Software

Only Division or school owned software programs will be installed on Christ the Redeemer School Division computer equipment. No entertainment or recreational software shall be installed unless authorized by the principal for student educational purposes. Unauthorized software will be removed by Division technicians when found. FirstClass, St. Luke's communication software, may be installed on home computers with permission from the principal.

Internet

- All staff and students shall adhere to division security procedures.
- Internet shall not be used for private or business use or for political purposes.
- Users shall keep all accounts and passwords confidential and not accessible to others.
- Users may not share their account with anyone or leave the account open or unattended.
- Using programs that harass Internet users or infiltrate a computing system and/or
- Damaging the software components is prohibited.

Leave Not One Heart Behind

7. SCHOOL ACTIVITIES AND PROGRAMS

7.1 Athletics

Saint Luke's students may be able to participate in athletics offered through the Centre for Learning@HOME or their resident Catholic schools. Requests will be dealt with on a case by case basis.

7.2 Counseling Services

Saint Luke's Centre is committed to developing an educational program and individual family service plan which considers the unique needs and circumstances of our students and their families, by providing in-house or external social, psychological, spiritual, emotional, legal, financial, or other supports. Our service goal is to preserve the dignity of each person, and recognize their unparalleled value in God's eyes. To these ends, students, parents and staff have access to all of our counseling services. Some of the services provided are:

- 1) Educational Counseling: a) Assisting with planning and course selection in accordance with the students' needs and abilities; b) Providing information regarding class prerequisites, course requirements and graduation eligibility; and c) Resolving concerns associated with study habits and subject failures.
- 2) Vocational Counseling: a) Distribution of current information on careers and career opportunities; b) Assisting students in making decisions about post-secondary educational institutions; c) Helping job-seekers in such matters as applications, resumes, interview skills, etc.
- 3) Personal Counseling: a) Private, confidential and individual assistance for students with personal problems. A Family School Liaison Worker and a Connections worker will be present at St. Luke's Outreach Centre on a regular basis.
- 4) Financial Counseling: a) Providing information on financial assistance available to students in high schools as well as bursaries, awards and scholarships tenable at post-secondary institutions.
- 5) Our Parish priests are available for students in need of spiritual counseling, advice, and direction.

8. INDIVIDUALIZED PROGRAM PLANS

St. Luke's Outreach staff, together with our student and parent, will develop an Individualized Program Plans containing 1) behavioral and academic goals, 2) a customized academic program, and 3) a specific attendance schedule (days and times). It will be necessary to have access to previous educational history and so an extranet summary will be obtained and a transfer of cumulative files and confidential records will be required.

Leave Not One Heart Behind

8.1 Program Planning

Course Load

Students will be receiving their school work through The Centre for Learning@HOME and through live teaching in each campus. Students may be given the choice of teacher-paced or self-paced courses based on availability. If a student is in good standing with his or her residential school, students may also get instruction in this manner.

General Guidelines

- You may complete one or multiple course at a time.
- If you are taking one course at a time, the course should be completed in 1 to 2 months.
- If you miss a contracted completion date, you will be required to meet with the principal or teacher to adjust the program plan. At this point, students may be temporarily withdrawn from St. Luke's Outreach Centre.

Completion of Academic Program Plan

8.2 Schedule

Attendance and Punctuality

School hours for each student will be negotiated upon registration. All students will attend full time (five days per week) unless special circumstances warrant part time student status. There are enough course and activities to keep a student busy throughout the school day. However, individual circumstances may prevent full time attendance and require a student to complete some course work independently at home. There is a direct relationship between school attendance and school achievement. If there is a difficulty in maintaining regular daily attendance, that concern should be disclosed during the registration meeting and through ongoing dialogue with the principal or teacher so that an appropriate attendance commitment can be agreed upon. Each student's attendance will be treated on an individual basis. Students who are not going to be in attendance on their scheduled days are asked to call the school. Regular attendance also includes being punctual.

General Guidelines

- Students have a responsibility to be on site for their scheduled hours. Contracted hours are flexible and can be renegotiated at any time with the teacher in charge or the principal.
- Students must be actively working and show progress.
- Student hours and breaks are subject to change based on productivity, behaviour, and need.