



Student Name: _____

Home-room Teacher: _____

Grade: _____

If this agenda is found, please return to owner, or to:

Father Lacombe Catholic School

5114 - 54th Avenue

Lacombe, AB

T4L 1G3

Phone Number: 403-782-9345

Fax Number: 403-782-9310

School Website: <http://fl.starcatholic.ab.ca>

Principal: Mr. Côté

Vice Principal: Mrs. Wagner

Secretaries: Mrs. Madoche and Ms. Hemeyer



Our Mission

"Father Lacombe Catholic School is a faith centered community full of the joy of Christ's love. We strive to create an environment where we are valued and accepted so that each can achieve excellence."

School Motto

"Knowing, Loving, Serving"

We Believe

We believe that Christ is the focus of our Catholic Education and integral to our everyday actions.

We believe that parents are the first and most important educators of children and that our school exists to assist them in providing a high quality education.

We believe that the education of students is a shared responsibility among the home, school and parish.

We believe that students have the right to receive an excellent education to enable them to apply their learning to daily life.

We believe that every member of our community has the right to a safe, secure environment where everyone is consistently treated with dignity and respect.

We believe in accepting, understanding and celebrating the diverse cultures within our school communities.

Father Lacombe Catholic School's Philosophy of Learning

We believe all kids can learn...and we will work to help ALL students ACHIEVE HIGH STANDARDS of learning. We believe that ALL students can and must learn at relatively HIGH LEVELS of achievement. We are confident that students can MASTER challenging academic material with our support and help. We establish standards all students are EXPECTED to ACHIEVE, and we continue to work with them until they have done so, IMMERSED in an environment that fosters their sense of well-being, self-esteem and actualisation.



Management of Student Behavior

Management of student behavior is the joint responsibility of the school and home. Positive and proactive communication and cooperation between home and school is essential in correcting inappropriate behaviors. Parental support for good discipline enables us to maintain a wholesome environment for learning.

The school's philosophy on character development is therefore based on a positive and proactive approach that promotes and encourages appropriate student behavior. Father Lacombe Catholic School stresses respect for others and for the rights of others, among them the right to attend a school and classroom environment which facilitates learning.

Father Lacombe Catholic School intends to provide an orderly environment conducive to learning and based on principles of good student involvement and participation, personal responsibility, respect for others, and good citizenship. Ongoing disruptive behavior on the part of one student is an infringement on the rights of other students. Students who by their disruptive behavior consistently deprive others of this right will be subject to disciplinary action, including suspension and recommendation for expulsion from the school.

DAILY SCHEDULE

School Opens at 8:15am

8:15 - 8:40am - School Opening - gym open - 25 minutes
8:40 - 8:50am - Opening Gathering - 10 minutes
8:50 - 9:30am - Period 1 - 40 minutes
9:30 - 10:10am - Period 2 - 40 minutes
10:10 - 10:25am - Morning Break - 15 minutes
10:25 - 10:30am - Transition - 5 minutes
10:30 - 11:10am - Period 3 - 40 minutes
11:10 - 11:50am - Period 4 - 40 minutes
11:50am - 12:30pm - Period 5 - 40 minutes
12:30 - 12:50pm - Lunch Break - 20 minutes
12:50 - 1:10pm - Lunch Recess - 20 minutes
1:10 - 1:15pm - Transition - 5 minutes
1:15 - 1:55pm - Period 6 - 40 minutes
1:55 - 2:35pm - Period 7 - 40 minutes
2:35 - 3:15pm - Period 8 - 40 minutes

Please note:

Our bell and recess breaks are tied to a shared playground facility.

Our school does not open until 8:15am.

STUDENT APPOINTMENTS

The well being of your child is paramount in our efforts to provide a safe and caring environment throughout the school day and during any co-curricular activities after hours.

For security purposes, parents must sign students in and out of the office if they wish to pick their student up during school hours. Students will not be allowed off school property without adult supervision and permission of their parent or guardian via telephone, hand-written note or email with the exception of Gr. 9 students who have completed an off campus form. A reminder that families are to make arrangements with teaching staff for the completion of any school work missed as a result of absence from school

ABSCENCES AND LATES

The school and its staff are here to assist you, the primary educator of your child, in providing the highest quality learning opportunities for your child. This is best achieved through consistent attendance and participation. In order to adequately provide for the safety and whereabouts of your children, it is the responsibility of the parents to inform the schools when their son/daughter will be absent from school or late. Students arriving late to school must stop at the office to obtain a late slip upon arrival. If you know well before hand that your son/daughter will be absent from school, please contact the office and/or teacher. Communication with the teacher and/or office may be through phone calls, notes or email. Absences from class do not excuse the student's responsibility to complete work missed during the absence. Students/parents are expected to obtain notes or any handouts that were distributed during the absence. Missed assignments are the responsibility of the student to complete and hand in within a reasonable time frame as set forth by the teacher. Students whose lateness or attendance are interfering with his or her learning or is disruptive to the learning of others may be asked to make this time up during breaks or after school in accordance with board policy for the detention of students.

Many families plan holidays and vacations during regularly scheduled school days. We at the school recognize the learning opportunities this provides but we need your support. While we support your time away from school, we ask for the same support for the teachers. Many parents request homework/coursework to be prepared/assigned either ahead of time of the holiday or during. This becomes very difficult to plan lessons, projects and worksheets weeks ahead of time. Teachers adjust their lessons based on student learning. With this in mind, we ask parents to accept one of the following options when planning a holiday during the school year:

***Have your child keep a journal of their adventure. Read a novel or two.**

***Visit the Alberta Education website where you can look up the curriculum for your child's grade level and do what you think is best.**

***Complete homework/assignments upon your return.**

Teachers will assist and organize your child with their work upon your return.

FLCS Student Dress Code Policy (revised 2017-18)

SCHOOL DRESS CODE APPLIES FOR ALL SCHOOL ACTIVITIES INCLUDING EXTRA-CURRICULAR EVENTS AFTER SCHOOL

1. Elementary and Junior High students are required to dress in the school colors of NAVY, TAN, BURGUNDY OR WHITE.

NOTE: **Pants must NOT be WHITE**
Pants must be a SOLID COLOUR

2. Junior High students are allowed the addition of BLACK to the colors listed above.
Black/Tan jeans are permitted.
3. Jeans of any color are not allowed for Elementary students.
4. Clothing displaying large graphics/pictures or logos (loonie size or larger) (other than the school logo) is not permitted.

General Student Dress Guidelines

- No caps, toques, or bandanas inside the building.
- Scarfs (worn inside) must be school colours.
- No outdoor coats unless outside.
- See through clothing is not permitted.
- Necklines must be modest.
- No dresses/shirts exposing bare shoulders are allowed. This includes tank tops, spaghetti straps.
- Shirts must cover the midriff. Shirts should be at least to the waistband of the pants.
- Skirts/skorts must be, at minimum, below fingertips.
- Shorts must be, at minimum, below fingertips.
- Indoor shoes must be worn when inside the school.
- Outside footwear must be removed when entering school building and placed on assigned boot rack.

General Student Dress Guidelines for P.E. Classes

- Grades 1 to 9 students must have indoor runners.
- Grades 4 to 9 students must wear:
 - Shorts or sweat pants: (Shorts must be, at minimum, below fingertips.)
 - T-Shirt or Sweat shirt: (non-school logos are permitted but must be appropriate)
 - Outdoor runners for outside activities – Track and field, soccer, etc.
- No sandals or street shoes are allowed in the gym or outside for P.E. Class.

The following process will take place when students are wearing clothing that is not dress code.

1st time: An e-mail will be sent home as a reminder.

2nd time: Your child will be asked to change into an item of clothing from school and a second e-mail will be sent home.

3rd time: An e-mail or phone call will be sent/made from school administration.

EXTRA-CURRICULAR ACTIVITIES

Father Lacombe Catholic School offers a wide variety of student activities, and we hope that there is something of interest to involve each one of our students. Some of these programs require additional funding, and students may be required to make a monetary contribution. It is our policy to keep student costs at a minimum. If a family cannot meet the financial needs of paying student fees or activity participation fees, special arrangements can be made through the school administrators.

WEATHER

Students will be expected to go outside for recess when the weather is deemed suitable by school staff. Please ensure that appropriate clothing for the daily weather conditions is worn to school. Students will remain indoor for recess on days where conditions are unsuitable for an outdoor break. Except under unusual circumstances, every effort will be made to have Father Lacombe Catholic School remain open. Classes and/or bussing may be cancelled from time to time. The following radio stations will broadcast relevant information regarding daily closures/cancellations in the mornings. (Sunny 94.1 FM CKRD 700AM, CFCW 790AM, CKGY 1170AM, CHED 630AM, CKJR 1440, CKUA)

HOMEWORK

Consistent and effective home study habits are possible only if a sound routine is established. These habits should include the following steps:

- † Utilize the Student Agenda Book as a communication medium between home and school; make note of all tests, assignments and other important information.
- † Take home all books and materials for your home Study.
- † Do all study and writing assignments for the following day's classes at home.
- † Work on long range or major study assignments consistently and well before the due date.
- † Review and organize notes daily.
- † Review and ensure that you know all information previously covered.

An appropriate amount of study or parent directed reading time should be regularly scheduled in order to develop a good study routine and reinforce learning experiences at school. The time requirement and content of this home-study routine may vary according to the needs of the individual child. Completion of work sent home from school, parent-child reading time, coloring, crafts or extension activities in areas of interest are a few suggestions for maximizing this time.

School agendas, newsletters, Synvoice and Home Logic will be used to communicate between home and school, including any assignments or home work requiring attention. Student and parents are also encouraged to access the school website for information such as current themes, spelling lists and major assignments.

LOCKERS

We strongly discourage students from bringing valuable personal items to school. However, for essential items, each student is issued a locker in which to store textbooks, school supplies, and personal belongings. The locker is the property of the school.

Although students are expected to maintain a neat, organized locker at all times, general locker clean-outs are conducted prior to extended breaks in the school year and when deemed necessary by the school staff. At the end of June, lockers must be cleaned out, and all locks must be removed. The administrators have the right to perform a locker search at any time. Locks will be assigned by the school for Junior High students .

JUNIOR HIGH TEXTBOOKS/LOCKERS

Students in grade 7 - 9 will be issued locks and textbooks at the beginning of each school year. Students are asked to keep all textbooks in their locker and are encouraged to keep it locked as they are responsible for these items. At the end of the school year, students who fail to hand in their textbooks and/or lock will be charged for the replacement cost. In addition, if the lock or textbook is damaged, students will be asked to incur the cost of replacing the item

AWARDS

In keeping with our school philosophy of supporting mastery of skills and attitudes desirous in a well-rounded citizen, Father Lacombe Catholic School is pleased to offer the following awards of recognition:

Monthly: Monthly, there will be a STAR AWARDS ASSEMBLY and students from each grade will be selected for an award of achievement in the following areas; Math, L.A, Science, Social Studies, Religious Studies, Technology, Health & Wellness, Art, Music, P.E, Junior High Options, Good Shepherd (Live Like Jesus/Leadership) and Heart & Hustle (Effort).

These students will be recognized at this assembly and parents will be contacted by their teachers. THE STUDENTS WILL NOT KNOW THEY HAVE BEEN SELECTED UNTIL THE ASSEMBLY. We will have photos of our award winners displayed on our STAR AWARDS BULLETIN BOARD .

Yearly: On the last day of school our awards ceremony will recognize all our award winners from throughout the year as well as the additional awards;

*Athletes of the Year (Male and Female from Gr. 7-9)

*Honour Roll (Grade 7-9)

*Exemplary Service Award (Whole School Leadership)

Note: We will NOT be awarding students on attendance.

CELL PHONES/ELECTRONICS (IPODS, GAMES, CAMERAS, ETC)

Students who bring these items to school do so at their own risk. All items are to be left in their locker for the **entire** school day. They are **not** to be used during lunch or recess. If a student requires use of their phone under special circumstances, they are asked to arrange this with their teacher. * This policy is currently under review, updates will be communicated to parents.*

FOOD ALLERGIES

Due a number of children with severe allergies, the following foods are strongly discouraged in Father Lacombe School:

* **peanuts or foods derived from peanuts**

Please make every effort to provide a list of ingredients for foods from home that will be shared with classmates (birthday cakes, snacks, etc.)

EXPECTATIONS FOR STUDENT BEHAVIOR

In addition to the Policies of the School Act and St. Thomas Aquinas Board Policy, the students of Father Lacombe Catholic School are expected to:

- ✚ Represent our school community as an upstanding Christian citizen.
- ✚ Treat themselves, other persons in the school community, the school property and the environment with respect and dignity including:
 - i. Establishing and keeping a positive working relationship with parents, teachers and friends.
 - ii. Keeping our school clean and unmarked.
 - iii. Depositing all garbage into the appropriate garbage cans and recycle containers provided.
 - iv. Reporting any unsafe conditions within the school or school grounds
- ✚ Contribute to a positive and constructive learning environment within the school and classroom by:
 - i. Encouraging positive attitudes, cooperation and good sportsmanship.
 - ii. Assisting others
- ✚ Comply with the classroom code that is established by individual classroom teachers.
- ✚ Listen and respect all persons in supervisory roles including monitors, assistants and volunteers.
- ✚ Participate in and comply with citizenship responsibilities as outlined by the school i.e. assembly conduct, conduct at extracurricular functions, peer leadership to the younger students, assisting peers in making good choices.
- ✚ Come to class on time, prepared and willing to learn to the best of their ability.
- ✚ Attend all classes unless they are ill, attending a medical or dental appointment, or participating in a school sponsored event.
- ✚ Have consistent and effective home study habits.
- ✚ Be responsible for the completion of work assigned to them as well as work that they have missed while being absent from class.
- ✚ Report to the office if they become ill or injured during school.
- ✚ Conduct themselves so that the noise level is suitable to the location and the activity in that location.
- ✚ Resolve any conflict they encounter in a non-violent manner, and ask for mediation assistance from a counselor, teacher, or administrator if necessary. Ask the permission of the supervising teacher to use the school phones, equipment and facilities.
- ✚ Report to their teacher or an administrator if they believe that their safety or the safety of others is threatened in any way.
- ✚ Dress appropriately for school activities (dress which does not offend others or is degrading to themselves, and is appropriate for environmental conditions and safe play)
- ✚ Play safely (i.e. Throwing snowballs and play fighting are not safe.).
- ✚ Refrain from smoking, using alcohol, drugs or other illegal material before or during school hours or school activities.
- ✚ Report alleged illegal activity on school property to the office or the R.C.M.P.
- ✚ Refrain from directly or indirectly being involved in activities not consistent with the School Act, Board Policy or the Father Lacombe Catholic School rules.

We encourage students to learn self-discipline by setting high expectations for student behavior as well as learning. Our goal is to help every student develop and consistently model appropriate behavior and conduct while striving to achieve personal excellence. Students must understand and accept responsibility for their behavior. Any behavior which encroaches or detracts from the rights of others is not responsible behavior.

We believe that students, staff and parents share the responsibility for student conduct in school. For a copy of the division's Student Conduct Policy, please feel free to contact the office.

CLEANLINESS

The general appearance of a school reflects by the behaviour and attitudes of its occupants, and is one of the first things noticed by visitors. We have a fine custodial staff who do their part to maintain a clean, safe building and school ground, but they need your assistance and cooperation. The students and staff of Father Lacombe Catholic School will be expected to participate in maintaining the appearance of our school by observing the following common-sense guidelines.:

- ✚ Placing all litter in the trash cans or appropriate recycling bins provided both indoors and outdoors.
- ✚ If there is a spill, please do your best to clean it up. Ask a staff member or custodian for paper toweling, a mop, etc.
- ✚ Consume food and drinks in your designated area during snack and lunch breaks.
- ✚ Foods causing excessive mess (e.g. sunflower seeds) are not permitted in the school.
- ✚ Refrain from marking/defacing property.
- ✚ Participate in community service activities involving cleaning (e.g. Garbage pick-up, washing of lockers and hallways)

UPDATING STUDENT INFORMATION

Please keep the school up to date regarding changes to your circumstances, particularly contact information and access to children. Please provide any relevant documentation regarding custody, home and work phone numbers, babysitter and emergency contact persons, numbers and names.

A copy of the student's birth certificate and baptismal certificate (if applicable) is required for office records.

SCHOOL COUNCIL

School councils are collective associations of parents, teachers, principals, staff , students and community representative who seek to work together to promote the well-being and effectiveness of the entire school community and thereby enhance student learning. Executive members of the school council are charged with the responsibility to accurately represent the desires of the school community at large in their efforts to support the continuous growth and learning of all children within the school.

Please follow FLCS School Council on facebook for all school council news and events

Mission:

To promote and support continuous growth and learning opportunities for all students.

Vision:

Father Lacombe Catholic School Council will seek to work in a positive and collaborative manner to promote the well-being and effectiveness of the entire school community and thereby enhance student learning.

We Value:

- ✚ A focus on the best interests of all students
- ✚ Maintaining positive and constructive working relationships
- ✚ Making informed decisions based on the best available research and local data
- ✚ Open dialogue including opportunities to voice, activate listening, suspension of judgment and a respect for others opinions
- ✚ Unilateral support of the entire school community once consensus has been reached
- ✚ Respecting the professional and legal responsibilities of St. Thomas Aquinas School Division #38 personnel

A balanced budget

By-Laws:

For a copy of the current by-laws, feel free to contact the School Council Chair or school principal, Denis Côté.

Hot Lunch Program:

School Council runs a hot lunch program facilitated online at www.fatherlacombe.hotlunches.net

VENDING MACHINE

Father Lacombe provides an onsite vending machine with a variety of health conscious snacks available for purchase to students ONLY during recess breaks.

VOLUNTEERING

It is hoped that your main reason for volunteering is to assist the school and not just to observe your child. If observation is your intention, please request special arrangements for that purpose. We would like to match your skills and available time with our needs, in order to accomplish this we ask you contact the office or your students teacher in regards to the paper work needed to volunteer. This will/may include: confidentiality forms, criminal records check, child intervention check. This would allow us to coordinate these activities. All volunteers who are routinely in the school working closely with students will be asked to supply a criminal record check and a child welfare check in order to ensure the safety and well being of our children.

Confidentiality is of the utmost importance when working with students and we expect all volunteers to respect this. For additional information in regards to volunteering please see the principal, Mr. Denis Côté.

PARENTAL INVOLVEMENT

The education of our children is a shared responsibility. Parent involvement in children's education has been proven to increase the student's academic success. When you participate in school activities, you show your child that you value what he/she does at school. There are many ways you can be involved such as helping in the classroom, attending school functions, preparing materials and belonging to one of the many parent organizations. Help your child with homework, read with them daily and make sure your child is well-rested, nourished and healthy

VISITORS

GUESTS ARE ALWAYS WELCOME AT FATHER LACOMBE CATHOLIC SCHOOL, BUT WE ASK THAT ALL VISITORS SIGN IN AT THE OFFICE UPON THEIR ARRIVAL.

ADDRESSING CONCERNS

In order to facilitate effective communication and positive relations among all within the school community, the following guidelines for addressing concerns are proposed:

Issues arising with classroom situations are to be addressed with the classroom teacher directly on a one-on-one basis. Our teaching staff will make it a priority to keep you informed as to the happenings within the classroom and your child's progress. This open dialogue and trust relationship between parent and teacher is essential in our ability to assist you in educating your child. Whenever possible, please feel free to provide positive support and encouragement to your child's teacher through your actions and words.

Should the need arise to address individual concerns beyond the classroom, a meeting will be arranged with the principal and all parties involved. Once again, the intent is to provide a venue for open dialogue and the opportunity to focus on the best interests of the child.

Suggestions for school improvement may be addressed to the principal or school council. All parents are encouraged to take an active role in assisting the school in continuously improving on its ability to deliver the highest quality education possible with the resources at hand. Be it school council, volunteering, emotional support, or making a birthday cake for a member of our school community, all parents can contribute in a positive manner.

ONLINE PAYMENTS

F.L.C.S. in conjunction with STAR Catholic strongly encourage online payments for all fees incurred throughout the school year. More information on this system can be obtained through the school office

**On behalf of the staff at
FATHER LACOMBE CATHOLIC SCHOOL and ST. THOMAS AQUINAS SCHOOL DIVISION
welcome to our school community!**