



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: Mrs. Wagner
Vice Principal: Mr. Fountain

Office Managers: Mrs. Madoche and Ms. Hemeyer

Our Vision

"All Knowing, All Loving, All Serving"

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."

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, IMMERSSED in an environment that fosters their sense of well-being, self-esteem and actualisation.

DAILY SCHEDULE

School Opens at 8:25am

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 Recess - 15 minutes
10:25 - 11:10am - Period 3 - 45 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 - 1:50pm - Period 6 - 40 minutes
1:50 - 2:30pm - Period 7 - 40 minutes
2:30 - 2:40pm - Afternoon Recess - 10 minutes
2:40 - 3:20pm - Period 8 - 40 minutes

Please note:

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

Our school does not open until 8:25 a.m.

STUDENT CODE OF CONDUCT

The purpose of a student code of conduct is to establish and maintain a welcoming, caring, respectful, and safe learning environment for all students and school staff.

The *School Act* stipulates expectations for students with regard to their general conduct and deportment. The Division fully subscribes to this code of conduct and believes that it has a responsibility to maintain an acceptable standard of student behavior and decorum in the school in order to foster an environment where effective teaching and learning can occur. The Division believes that such standards of student conduct will assist to develop in each student the capacity for self-control.

The Division Code of Conduct will focus on providing a welcome, caring, respectful and safe learning environment that includes the establishment of a code of conduct for students. To view the full policy, please refer to our school website: <https://fl.star catholic.ab.ca/students/student-code-of-conduct>

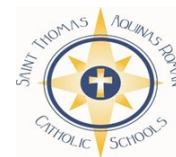


Father Lacombe School Rules

"Be Kind

Be Safe

Be Your Best!"



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

Students who bring these items to school do so at their own risk. These devices can only be used with the permission of a teacher or administrator. Due to the increased use of technology in learning, this new school year, we invite Junior High students to bring in their own **lap tops or chrome books** to school. Their devices would be just for their own use, and kept in the locked lockers when not in use. If your child does not own their own device, we have the chrome books here at school to use as always.

Personal electronic devices used to access Division network resources must adhere to the following conditions: there must be no violation of licensing agreements, access must be achieved through processes defined and supported by the Division, acknowledgement that liability for loss, damage or theft of the device resides solely with the user and support of the device resides solely with the user, and agreement with the terms and conditions set forth in this administrative procedure and the Responsible Use Agreement. These are kept on file.

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

Tip for Parents:

- Call or email the school when your child is absent. When possible let the school know in advance that your child will be absent.
- If your student is late, have them stop at the office to check in and receive a late slip.
- It is the student/parents responsibility to complete work missed during the absence.
- Communicate the importance of regular school attendance to your child.
- Schedule family events with our school calendar in mind.
- Whenever possible try to make appointments during non-school hours on non-instructional days.
- If your child does not want to go school, find out why and work with your school to address concerns.

Regular school attendance is **critical** for student success. Good attendance is important for a child's ability to learn, grow and develop social skills. Attending school regularly helps children feel better about themselves and school

When Absences
Become a Concern



Chronic Absences
18+ days

Caution
11-17 days

Good Attendance
9 days or less

FLCS Student Dress Code Policy (revised 2018-19)
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.
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.
- Scarves (worn inside) must be school colours.
- No outdoor coats unless outside.
- See through clothing is not permitted.
- Necklines and length of skirts/dresses must be modest. Underwear must not be visible.
- No tops with spaghetti straps.
- Shirts must cover the midriff. Shirts should be at least to the waistband of the pants.
- 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.
 - 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.

NOTE: ALL FINAL DECISIONS REGARDING DRESS CODE WILL BE MADE AT THE DISCRETION OF 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. Indoor recess is issued at -20 Celsius or colder. 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. Follow our school and division web-sites at fl.starcatholic.ab.ca or starcatholic.ab.ca or stayed tuned to local radio stations for relevant information on daily bus cancellations

COMMUNICATION

**Did you know you could find all following information and MORE on our Father Lacombe Webpage
fl. starcatholic. ab. ca**

CALENDAR

Our web calendar contains a majority of events going on within our school.

Put your mouse on the ABOUT tab and scroll down and click the option for CALENDAR. Here you can view a full month at a time. At the bottom of the calendar page is the option to print the monthly calendar, subscribe to it or have it added to your phone , iCAL or Google Calendar. OR on the home page on the right side is a five day view and an option to "VIEW ALL"

PARENT TAB

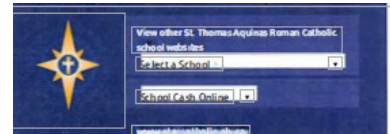
Here you can find information like: Parent Council -meeting minutes/hot lunch sign up information/ etc, Supply lists, Daily Schedule, Fee Schedule

HOME PAGE

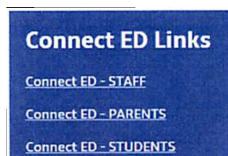
View School News, Here you can link to other areas of the webpage, Facebook, Twitter, Instagram

QUICK LINK TO CONNECT ED AND SCHOOL CASH

For school cash on line, scroll to the bottom of our main page, an you will see the box showing "select a school and quick link" Click on drop down menu under "quick link" and select School Cash online.



For Connect Ed (Junior High Parents): Scroll to the bottom of the main page, you will see Connect ED Link, choose the link that applies to you (either parent or student)



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 throughout the school year.

HOMEWORK

Consistent and effective home study habits are possible only if a sound routine is established.

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, website, email, classroom newsletters, school messenger, google classroom and connect ed 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 assign-

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

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 and they are expected to have them locked when not in use.

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.)

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.

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

Hot Lunch Program:

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

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.

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 in suitable time before the meeting. 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!**