



LEARNING.LOVING.SERVING

## FAMILY HANDBOOK

5114 54th Avenue  
Lacombe, Alberta  
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Telephone: (403) 782-9345

Father Lacombe Website: <https://fl.starcatholic.ab.ca/>

# WELCOME TO FATHER LACOMBE CATHOLIC SCHOOL



## OUR VISION

ALL LEARNING, ALL LOVING, ALL SERVING

## OUR MISSION

Father Lacombe Catholic School is a faith centred 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.

## TREATY 6 LAND ACKNOWLEDGEMENT

We are a party to Treaty 6 and as such we wish to acknowledge that the land on which we gather is Treaty 6 Territory and a traditional meeting ground for many Indigenous peoples. We recognize the diversity of First Nations who have, at one time, lived across the territory, as well as the presence of the Métis Nation.

At Father Lacombe, ALL really does mean ALL. ALL students are encouraged and supported to learn at high levels. ALL students are loved and are taught to love others, and ALL students witness the Gospel by serving others and the community. We believe that every child is created in the image of God and our mission as a school community is to help the students become the masterpieces they were created to be.

Each day begins with a total school gathering where we connect with each other and with God in a meaningful way. This strong bond carries throughout our day. Our sense of community and family is reflected in all we do. Father Lacombe Catholic School is a little school with a big heart!

The staff of our school looks forward to an exciting academic year working with the students, their parents, and the St. Stephen's parish community. To assist in this, we have prepared this handbook to serve as an introduction to the operation of our school. Your comments and suggestions on this handbook would be greatly appreciated.

Sincerely,

Mrs. Maria Wagner  
Principal

Mrs. Stephanie Amstutz  
Vice-Principal

## DAILY SCHEDULE/BELL TIMES

School doors Open at 8:25am	
Morning Assembly	8:35-8:50 am
Period 1	8:50-9:30 am
Period 2	9:30 -10:10 am
Morning Recess	10:10-10:25 am
Period 3	10:25-11:05 am
Period 4	11:05-11:45 am
Lunch Break	11:45 am-12:00 pm
Lunch Recess	12:00-12:30 pm
Period 5	12:30-1:10 pm
Period 6	1:10-1:50 pm
Wellness Break	1:50 - 2:00 pm
Period 7	2:00-2:40 pm
Period 8	2:40-3:20 pm
Dismissal	3:20 pm



## STUDENT DRESS CODE

1. Students are required to dress in the school colours of navy, tan, burgundy, white, grey and black.
2. Black and tan jeans are permitted.
3. Blue jeans are **not** permitted.
4. Clothing displaying large graphics/ pictures or logos (loonie size or larger-other than school logo) are not permitted.

## DRESS CODE GUIDELINES

- ❖ No Caps, toques, or bandanas in 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 the building and placed on the assigned boot rack

## PE DRESS CODE

- ❖ Grade K-9 must wear indoor runners. Grade 6-9 must change in shorts sweatpants or leggings with a T-shirt.

## SCHOOL ACCESS HOURS

Our school doors open at 8:25am. We ask that parents do not drop students off at the school until after outdoor and indoor supervision begins at 8:25 am. **Your child cannot wait in the school past 3:20 pm** as there is no supervision available. Please let us know if you will be late picking up your child.

## PARENT/VISITOR ACCESS TO BUILDING

Father Lacombe Catholic School values your support and participation in school activities involving your children. For your child's safety, we require all visitors to sign in at the office, except drop off and pick up. Access to the building during the day must be via the front doors as other doors remain locked with the exception of pick up/drop off times. After hours access for extracurricular activities must be only through the North community door.

## VOLUNTEERING

If you wish to volunteer, you are required to have forms and record checks. Please contact the office for additional information.

## ABSENT STUDENTS

Student absences should be reported by an email/call to the school by a parent or guardian. Please phone the school by 8:40 a.m. for morning absence, or 1:20p.m. for afternoon absence.

Administration is responsible for taking action when milestones for absenteeism reach 10%, then 15% and 20%. This action could include a referral to the attendance officer who will follow sections 14 and 15 of the school act. At Father Lacombe Catholic School, we work closely with families to ensure consistent attendance is supported.

## ABSENCES DUE TO VACATIONS

Taking holidays during the school year will possibly compromise students' academic progress. However, we do understand that because of differing circumstances this may occur in various families. Teachers are not required to create homework ahead of time for students to take with them on vacation. With this in mind, we would encourage families to be mindful of the school year calendar.

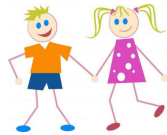
## **BUS/SCHOOL CANCELLATIONS**

Father Lacombe Catholic School is ALWAYS open even in inclement weather. STAR Catholic Schools is committed to the safety of our students and communication with our parents. In that regard, we recommend checking our website.

## **DISCIPLINE**

Father Lacombe Catholic School has just 3 rules:

**BE KIND  
BE SAFE  
BE YOUR BEST**



Learning in a Safe and Caring School community is our top priority. We believe that appropriate behaviour should be encouraged and rewarded, while inappropriate behaviour should be discouraged and corrected. We believe that all students must behave appropriately within the school, the classrooms and on the playground, so that everyone has an equal opportunity to learn in a safe environment.

Students will adhere to STAR Catholic AP 350 Student Code of Conduct. Available at: [www.staratholic.ab.ca](http://www.staratholic.ab.ca)

At Father Lacombe we use the following consequences:

- First Warning
- Second Warning
- Teacher Time In
- Phone Call Home
- Office referral

Less serious offences will also be dealt with using a problem-solving strategy and consequences will be pursued that are appropriate to the offence, as much as possible. Removal of privileges through office referrals will continue to be used. All offences referred to the school administration are recorded and kept on file at the office. More serious offences may be issued in or out of school suspensions.

Positive behaviour will be recognized in one or more of the following ways: Praise and specific feedback, positive notes home, positive phone calls to parents and visits to see Mrs. Wagner.

## **WHOLE SCHOOL AWARDS**

- ❖ Caught Being Saints Awards -Students are given "Saint Tickets" for following the school rules. Three names are pulled from the draw each month and these students are given gifts.
- ❖ The Golden Garbage Award- A monthly award given by our custodian for the cleanest classroom! The reward is a pizza lunch!

## **SEARCH AND SEIZURE**

In keeping with our safe and caring school policy, school administration may have reason to conduct searches of a student, his/her locker, or his/her belongings. Such a search may result in the seizure of substances, articles and/or objects. A search may be conducted when a teacher or principal has reasonable and probable grounds to believe that a school rule has been violated and the evidence of the breach will be found on the students, in his/her locker or among his/her belongings.

## **VTRA (Violence and Threat Risk Assessment)**

VTRA helps schools respond quickly to incidents where students' behaviours pose a potential threat to safety or serious harm. Our school division has formally signed off on community based VTRA protocols that include other regional partners such as the public-school jurisdictions, the RCMP, Alberta Health Services, and other community agencies.

Such protocols outline how we will collaborate and work together to respond quickly to threatening behaviour.

Please be advised that the school division requires school administrators to complete a threat risk assessment in cases of students making significant threats to themselves or others.

## WEATHER

Students will be expected to go outside for recess when the weather is deemed suitable by school administration. Indoor recess is issued at -25 Celsius or colder or at the discretion of school administration. 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 not suitable for an outdoor break.



## INSTRUCTIONAL PROGRAM

Our school provides for the educational needs of the school-age child. We develop the basic skills and learning essential in the elementary and junior high grades, and at the same time broaden the experience of the child, in academic, physical, cultural, spiritual, social and aesthetic areas. Our school provides for the diverse interest and capabilities of our students by offering;

- Core Subjects (K-9): Language Arts, Mathematics, Social Studies, Science, Religion
- Other subjects(K-6): Art and Music.
- (K-9) Health and Physical Education
- Career and Technology Foundations Gr. 5 & 6
- Career and Technology Foundations Gr. 7-9

## INCLUSIVE EDUCATION

At Father Lacombe Catholic School, we believe that all students can thrive in our learning environment. The regular classroom teacher will adapt or modify the curriculum, instructional approaches and grading practices for those students identified as having additional needs. In classes where it is required, supports suitable to the student identified, may include modifications and/or adaptations to materials, books or equipment, tests, quizzes, or time constraints; grading; organisation, environment, behavioural management; and/or teaching strategies to provide the optimum learning opportunity for the student.



## PERSONAL ELECTRONIC EQUIPMENT:

Personal electronic equipment on the school premises is to be kept in lockers while students are in the classroom unless the classroom teacher has outlined and identified specific times and instances for its use. While in class, the cell

phone is to be stored in their backpack or locker. They are not to store it on their person. Students bringing their own personal electronic devices **do so at their own risk**. Father Lacombe Catholic School or STAR Catholic School Division does not assume any responsibility for lost, broken, or stolen devices.

## BRING YOUR OWN DEVICE (BYOD)

FLCS will continue with the successful BYOD model for all students in grades 7 - 9. If a student does not have their own device they will have access to chromebooks / laptops at school.

## STUDENTS LEAVING DURING THE DAY

All students shall not be permitted to leave the school premises during the school day without parental permission. If your child needs to leave early, please let us know at the office.

## LUNCH TIME: JUNIOR HIGH

Grade 7-9 students are permitted to leave the school premises during the lunch hour break. If a Junior High child has the signed permission form and is off campus, they are expected to conduct themselves accordingly and will be subject to the school's discipline policy should their actions warrant. Grade 8&9 permission to leave campus can be revoked at the discretion of school administration. Students who are behind in school work will also not leave the premises and use this time to complete unfinished work.

## FIELD TRIPS

Field trips enhance our curriculum. Students may be required to help cover the costs. At Father Lacombe School we are lucky to have the support of our School Council to help offset costs. Additional field trip costs may be required by parents depending on the field trip.

A field trip is a school activity and students are expected to exercise their best behaviour. Students are representing our school, and the school's reputation is their responsibility. In keeping with School Division Policy, a division informed consent must be completed and signed by the parent(s)/guardian(s) of each child attending the field trip. If the completed informed consent is not returned to the school, the child will NOT be permitted to attend the field trip.

## FIELD TRIPS CON'T

Please Note: It is our school policy that any student who struggles in a non-structured environment, may be accompanied by his/her parent/guardian on any field trip in order to assist with success.

## ONLINE PAYMENT/PERMISSION FORMS

Parents are required to pay for field trips, school activities, school fees, and other associated costs through School Cash Online. Permission forms can also be accessed here. Link: <https://starcatholic.schoolcashionline.com/>

## 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.

## ASSESSMENT

In keeping with School Division Policy, teachers assess student progress continually and assist where students have difficulty.

Teachers assess students based on classroom performance and a range of exams, as well as effort and attitude. Student assessment for learning helps us individualize instruction. Your child's teacher can share their assessment procedures in more detail.

## REPORTING PROCEDURES

Our school issues report cards for each student two times during the school year (February, and June). Both of these report cards are distributed electronically (via email). In addition, brief interim progress reports may be issued at the discretion of the teacher. Parents can access student grades throughout the year on the PowerSchool website.

## PARENT INTERVIEWS

These are excellent opportunities for teachers and parents to get to know each other better, and also to provide an opportunity for parents and teachers to work together for the child's benefit. Dates for the Family Interviews are contained in

the school calendars and provided in our School Messenger update. Should the need arise, due to a student experiencing academic or social difficulty, then the involved parents and teachers may meet at a convenient time to discuss the concerns.

## BIKE/SCOOTER/SKATEBOARD SAFETY

Bicycles and scooters brought to school must be left in the stands and must be locked. Skateboards can be kept inside lockers. It is vital that all cyclists/riders are as careful as possible and follow all traffic rules. Riding on school grounds is not permitted. Helmets must be worn when using the above.

## DRILL REGULATIONS

We regularly practice the following safety drills at Father Lacombe:

- Fire, Gas Leaks, Lockdowns , Hold and Secure and Severe Weather

## HOMEWORK AND STUDY

Assignments are given to practice and enhance instruction given in class. From time to time it will not be possible for a student to complete all assignments during class time. This will require homework. As the student progresses through the grades, this additional study time will become more frequent.

**The most important thing your child can do at home is READ EVERYDAY for 15 minutes.** 

## ATHLETICS

Intramural sports / activities may be offered depending on teacher availability at lunch time.

Interscholar teams will be formed depending on student interest and availability of coaches or supervisors. We have offered Cross Country, Volleyball, Basketball, Curling, Badminton, Track and Field. Interested persons should watch for announcements of organizational meetings. Students, who fail to maintain academic standards, will not participate in extracurricular activities. If a family cannot meet the financial needs of paying student fees or activity participation fees, special arrangements can be made through the school administration.



## SCHOOL COUNCIL

School councils are collective associations of parents, teachers, principals, staff, students and community representatives 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.

If you are interested in joining the School Council feel free to come to one of our scheduled meetings or ask our School Council Chair or Principal for more information.

## PEANUT ALLERGIES

Father Lacombe Catholic School promotes peanut-aware schools. However, we cannot guarantee a nut-free environment. We caution parents/guardians of an anaphylactic child that traces of nut products can be hidden. If you are a parent/guardian of a child with a life-threatening allergy, we need your cooperation in providing the school with current medical information and in developing a plan with school administration.



## COMMUNICATION

School Website: Here you can find the majority of information about the school! There are also many useful links to other pages such as Powerschool and School cash online.

Facebook: You can find us on Facebook! We update upcoming information and events here. Email/Voice and SMS (Text) Messages: Get important messages via SMS (Text Messages) In an effort to reach you more effectively, parents can now receive important messages via SMS and text. To receive important Father Lacombe & STAR Catholic notifications via text messaging, **Simply text "Y" to 978338**. The phone you text from to sign up is the one you will receive the messages on. Ensure your current information is on file to receive these updates.

Calendar: Our web calendar contains the 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"

## ST. STEPHENS' PARISH

St. Stephens is our parish church and we encourage you to get involved.

Mass Times: Tues 7pm, Fri 9am, Sat 5pm, Sun 11am

5128- 53 Street, Lacombe. AB T4L 1J7

Tel: 403 782-3514

Email: [StStephen.Lacombe@caedm.ca](mailto:StStephen.Lacombe@caedm.ca)

## LIFE FRAMEWORK - GENERAL NOTICE

Catholic schools share a foundational belief that all children are loved by God, are individually unique and that the school has a mission to help each student fulfill their God-given potential in all aspects of their person: physically, academically, socially, morally and spiritually. Catholic schools are committed to using the LIFE (Lived Inclusion For Everyone) framework as a guideline for the creation and operation of student groups that are comprehensive in their approach to inclusion and open to the exploration in a Catholic context of a variety of issues including bullying, sexual harassment, sexual orientation, gender identity, discrimination, justice, and respectful relationships and language. Alberta legislation recognizes that parents have both the right and responsibility to make informed decisions respecting the education of their children. Please accept this as general notice that students may be organizing LIFE Framework/Diversity clubs at the school in the future. If a LIFE Framework/Diversity club is formed, notification of the formation of the club will be sent to all parents.

**WELCOME TO OUR  
FATHER LACOMBE CATHOLIC  
SCHOOL FAMILY!**