



FAMILY HANDBOOK 2025-2026

5114 54th Avenue
Lacombe, Alberta
T4L 1G3

Telephone: (403) 782-9345

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

Principal: Mrs. Maria Wagner

Vice-Principal: Mrs. Stephanie Amstutz

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

Father Lacombe Catholic School is 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.

DAILY SCHEDULE/BELL TIMES

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

STUDENT DRESS CODE (Monday to Thursday)

1. Students are required to dress in the school colours of navy, tan, burgundy, white, grey and black. This includes tops, inside scarfs, pants, skirts, dresses, shorts, tights, long socks.
2. Blue jeans are **not** permitted.
3. Clothing displaying large graphics/ pictures or logos (loonie size or larger-other than school logo) are not permitted.

OTHER DRESS CODE GUIDELINES (Applies ALL days)

- ❖ No Caps, toques, or bandanas in the building
- ❖ No outdoor coats or blankets/blanket like garments allowed indoors
- ❖ See through clothing is not permitted and underwear must not be visible
- ❖ Necklines and length of skirts/dresses/shorts must be modest
- ❖ Shirts must cover the midriff. Shirts should be at least to the waistband of the pants/skirt/shorts
- ❖ Indoor shoes must be worn inside
- ❖ No sleepwear allowed eg. PJ pants
- ❖ No dress up costumes or accessories.

PE DRESS CODE

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

SCHOOL ACCESS HOURS

Our school doors open at 8:25am. **Your child cannot wait in the school past 3:20pm** as there is no supervision available. Please let us know if you will be late picking up your child.

PARENT/VISITOR ACCESS TO BUILDING

For your child's safety, we require all visitors to sign in at the office. Access to the building during the day must be via the front doors as other doors remain locked. 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.

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, playground and buses so that everyone has an equal opportunity to learn and play in a safe environment.

Students will adhere to STAR Catholic AP 350 Student Code of Conduct. Available at: www.starcatholic.ab.ca

At Father Lacombe we use the following consequences:

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

All offences referred to the school administration are recorded and kept on file at the office. Consequences such as missing recess or other activities may be given. More serious/repeated 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 have lunch with Mrs. Wagner.

The Golden Garbage Award- A monthly award given by our custodian for the cleanest classroom! The reward is a pizza lunch donated by Domino Pizza!

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.

INSTRUCTIONAL PROGRAMMING

Our school provides for the educational needs of all students. The Alberta Curriculum is taught with the addition of the approved Catholic Program called "Growing in Faith, Growing in Christ."

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

INCLUSIVE EDUCATION

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 students.

If your child has been diagnosed with a specific learning or medical issue, the teacher (in collaboration with parents and in some cases, the student, will create an Individual Program Plans (IPPs).

RESPONSE TO INTERVENTION (RTI)

Students will have access to intensive academic interventions during RTI times every week and this will not be during other core instruction. Your child's teachers will communicate what these interventions look like.

ASSESSMENT

In keeping with School Division Policy, teachers assess student progress continually and assist where students have difficulty. The evaluation of student achievement and collection of evidence is based on course objectives as defined by Alberta Education and the Division.

Students should be given numerous and varied opportunities to demonstrate the full extent of their achievement of the learner outcomes. This includes triangulation of evidence (products, conversations, observations). Assessment and reporting is an ongoing process. The assessment of student achievement shall be formative (assessment for learning & assessment as learning) and summative (assessment of learning).

Teachers assess students based on classroom performance and a range of exams/quizzes, 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.

It is important to have ongoing, consistent, timely, and meaningful communication between teachers, students, parents/guardians and administrators to proactively work together to enhance student learning.

REPORTING AND COMMUNICATION PROCEDURES

The reporting system in STAR Catholic will include access to student grades with live reporting on Powerschool (parents/guardians are responsible for checking Powerschool frequently). There will be opportunities for communication between teachers, parents/guardians, and students throughout the year.

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).

PARENT/TEACHER CONFERENCES

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 updates. 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.

ABSENT STUDENTS

Student absences should be reported by an email/call to the school by a parent or guardian. Please phone/email the school by 8:30 a.m. for morning absence, or 12 noon for afternoon absence.
(403) 782-9345 or fl.attendance@starcatholic.ab.ca

Administration is responsible for taking action when milestones for absenteeism reach 10%, then 15% and 20%. This action could include a referral to the STAR 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. 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 when booking vacations.

BUS/SCHOOL CANCELLATIONS

Father Lacombe Catholic School is ALWAYS open, even in inclement weather. STAR is committed to the safety of our students and communication with our parents. In that regard, we recommend checking our website. Bus cancellations/delays will be sent via emails/texts/phone calls from Wolf Creek Transportation or STAR Transportation.

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.

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. Permission to leave campus can be revoked at the discretion of school administration.

BRING YOUR OWN DEVICE (BYOD)

FLCS will continue with the successful BYOD model for all students in grades 7 - 9. Students are welcome to bring in their own device to use at school. However all students also have access to chromebooks at school. We do not assume any responsibility for lost, broken, or stolen devices.

PERSONAL COMMUNICATION DEVICES:

At Father Lacombe Catholic School, our goal is to work alongside families to support the academic, social and emotional well-being of all students. One way we can do this is by restricting the use of personal communication devices (cell phones, smart watches, airpods, smart glasses) throughout the duration of school day.

- Students in Grade K-9 are not permitted to use any personal communication devices, on school property, at any time during the school day.
- Students in Grade K-9 are not permitted to use any personal communication devices during outdoor/off campus instructional time (i.e. field trips, physical education, community walks) and recess/wellness breaks.
- Students in Grade 7-9 who leave school property at lunchtime will be permitted to take their personal communication devices with them, but they must be completely off school property before they use them.
- All personal communication devices must be turned off/silenced and stored in lockers (Gr. 5-9) or backpacks (Gr. 4-6). They will NOT be used in classrooms or hallways, including washrooms, locker rooms, flex spaces, or the gym, except under the direct supervision of a staff member (i.e. emergency situation, instructional exception).
- Exceptions to these guidelines may be made for students who have medical needs or to support specialized learning needs.

Consequences for not complying with the above:

- First incident: The device will be brought to the office for the remainder of the day and the student will pick it up at the end of the day.
- Second incident: The device will be brought to the office for the remainder of the day and the student will pick it up at the end of the day. The parents will be notified of this second incident.
- Third incident: The device will be brought to the office for the remainder of the day and the parents will be required to pick it up. Following the third incident, the student will need to check their device in at the office every morning.

If you need to get an urgent message to your child during the school day, please contact the office by email or phone during our office hours of 8:15am-3:45pm. Father Lacombe Catholic School or STAR Catholic School Division does not assume any responsibility for lost, broken, or stolen devices.

FIELD TRIPS

Field trips enhance our curriculum and allow opportunities to gain experiences outside of the classroom. We are lucky to have the support of our School Council to help offset these 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.

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.schoolcashonline.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.

LIBRARY

Students have a 40 min block of library time each week and they can borrow books to take home. If school library books are lost or damaged, the student/family is responsible for the replacement cost.

BIKE/SCOOTER/SKATEBOARD SAFETY

Bicycles, scooters and skateboards brought to school must be left in the stands and must be locked. These items cannot be stored in the school. Riding on school grounds is not permitted. Helmets must be worn when using the above.

EMERGENCY DRILL REGULATIONS

We regularly practice the following safety drills at Father Lacombe:

- Fire and Gas Leak Evacuations
- Lockdowns and Hold and Secure procedures
- Severe Weather Drills

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

School 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 are expected to sign a Athletic Expectation Contract and breach of this can result in athletes missing games or exclusion from the team. It is an expectation that all school fees are paid before students join extracurricular user pay activities.

PEANUT ALLERGIES

We are a peanut aware school. However, we are not a nut-free environment. 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. In extreme cases, nuts may be banned from a classroom.

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.

SCHOOL 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](#)

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 homepage on the right side is a five day view and an option to "VIEW ALL"

ST. STEPHEN CATHOLIC CHURCH

St. Stephens is our parish church. We walk to the church several times a year to celebrate Mass as a school. We have a close, collaborative relationship with our parish and we encourage you to join the Parish too!

Mass Times: Tues 6pm, Fri 9am, Sat 5pm, Sun 11am

5128- 53 Street, Lacombe. AB T4L 1J7

Tel: 403 782-3514

Email: 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!**