

Albert Lacombe Catholic School and Sports Academy 2021 - 2022

50 Gainsborough Avenue
St. Albert, Alberta T8N 0W5
Phone: 780-459-4478
Fax: 780-458-6123
www.al.gsacrd.ab.ca

This agenda belongs to:

Name: _____

Teacher: _____

Grade: _____

**Greater St. Albert
Catholic Schools**



Greater St. Albert Catholic Schools is a welcoming learning community that awakens the hearts and minds of students while educating and nurturing each to learn, live fully, and serve others.



Athletics are a Dress Rehearsal for Life!

ALBERT LACOMBE SCHOOL

Our school mission statement, selected by our students, parents and staff, is WHAT STARTS HERE CHANGES THE WORLD. We work to live our faith in all aspects of school life. In addition to Religion classes, students are encouraged to explore the messages of Christ in other subject areas, and to practice their faith on the playground, in the hallways, and beyond the school day.

Everyday, Albert Lacombe students are encouraged to show: **Belonging, Excellence, Accountability, Respect and Safety** and recognized for doing it!

Our **BEARS** are continually learning to enjoy working with a variety of people and to be kind, caring, contributing members of society. Receiving positive recognition for their efforts from our staff members encourages them to persevere! These qualities will assist them at school, in the workplace and in Life!

School Reentry - Pandemic:

Very specific preparations are made and protocols are put into place to ensure a safe return to and operations of our school community. As these protocols are made, their intent is to evolve based on the changing contexts within our community at large. Consequently, these protocols can be accessed directly from our school and school division websites and will not be included within the handbook as they can change considerably throughout the year as required. Please note that any Division pandemic protocol that is in place will supersede any element within this handbook. To be compliant with Division and Alberta Health Guidelines, we may need to make modifications to our practices outlined in this handbook. Should this be the case, we will communicate these changes to parents and guardians.

Website

Our website is www.al.gsacrd.ab.ca. You will find our newsletters and other important information on our website. You will also notice that many of our staff have developed their own personal websites to help keep parents informed and provide timely information. Check under the e-teacher tab.

Calendar of Events

On the main menu tab of the school website, parents and guardians are able to find our school calendar. As items are added over the course of the school year, the calendar is updated. Parents and guardians are able to access future months in the school year and the calendar can be printed off for the month as well. To facilitate locating events, parents and guardians are able to perform a search based on keywords of what they are looking for.

For events for the week, you can find them on the homepage of our website.

Agenda

Our students are issued an agenda at the beginning of the school year by their homeroom teacher. The purpose for the agenda is to serve as a communication tool between the homeroom classroom and the home and to assist students with their organization so important dates and information are not forgotten. Students will include information about homework assignments and important dates for quizzes, exams, and upcoming events. Teachers may include brief notes to parents and guardians regarding their child. Parents and guardians are encouraged to check these daily for any class or

student specific information. and share any important information that their child's teacher needs to know.

Communication and Newsletters

The staff of Albert Lacombe School feels that regular communication between home and school is important to student progress and supportive relationships. We encourage communication whenever concerns, questions or bouquets should be shared. Conferences with the teachers and administrators are welcomed at all times. We ask that you contact the teacher involved prior to visiting the school so that they can prepare a complete report. Please keep the school informed of anything that may affect your child's education!

Every effort will be made to keep students and parents informed about school events. Weekly BEAR Bones are emailed on Sunday for reminders about the upcoming week and notes in the agenda book. Parents are asked to pay close attention to the information contained in all of the communications.

Information regarding a specific class or to a portion of the school will be sent out to the applicable families through School Messenger. This is to ensure that any school information that is sent out to families is pertinent to the family.

On Sundays, we distribute the **BEAR Bones**, which is a one page snapshot of the upcoming week. This newsletter is delivered on-line through our school website – www.al.gsacrd.ab.ca and via email to parents. If you wish to receive a hard copy of our newsletter, send an E-mail message to ksware@gsacrd.ab.ca. We invite parents to check our newsletter carefully to keep fully informed about school news, events and activities.

Student report cards and other confidential information that pertains to your child will be emailed to parents and guardians using a secured document delivery system through School Messenger. In the event the document is sent to the wrong recipient, it cannot be accessed. To access these documents, you will need to enter your child's birth date.

Addressing Concerns:

When providing a safe and caring environment, and educational programming and learning supports to students, there will be instances where parent/guardian concerns can emerge. We recognize that generally concerns or complaints are best resolved as close to the source of the concern or complaint as possible beginning at the classroom and school level.

If you have a concern:

1. First contact your child's teacher and work to resolve the matter.
2. Should the matter not be resolved please reach out to the Vice-Principal.
3. Should the matter not be resolved, please contact the school principal.
4. Should the matter not be resolved, please contact the Assistant Superintendent of Learning Services at our Division office at 780-459-7711.

We endeavour to resolve parental concerns in a collaborative, open and solution-focused manner. As a school community, we promote a culture of mutual respect, civility and orderly conduct among faculty, parents/guardians and our students. The expectation for mutual respect is not intended to

deprive any person of his/her right to resolve the issues of concern, but only to maintain a safe, harassment-free workplace for the students and staff.

Administration of Prescribed Medication & Student Medical Concerns

It is very important that parents contact the school principal if there are medical concerns for students. In the event that a student must have a prescribed medical treatment during the school day to maintain physical and mental well being, a parental request must be made to and approved by the principal. Following authorization by the administration of such treatment, the parent must complete specified forms in accordance with Greater St. Albert Roman Catholic School Division #734 Policy. [These Forms are available on our website.](#)

Most medication can be administered outside the school hours. Therefore, we ask that you check with your physician to determine the best way to do this and administer at home if possible. If staff must administer a prescribed medication at school, the school staff must have written consent from the parent/guardian as outlined in our medical alert forms. Please let us know of any side effects or special instructions.

Prescribed medicine may only be administered when it is contained in a prescription vial or container clearly providing the following information: (Ask your pharmacist for a duplicate vial):

- A. Issuing medical doctor
- B. The student for whom the medication is prescribed
- C. Dosage and frequency
- D. Date Issued

Medication that is kept at the school will be stored in a secure area and a logbook will be maintained to record medication administration.

Asthmatic Students

Only students whose parents have signed a Parental Consent Form will be able to have medication administered. Students who need to have an inhaler at all times, must be trained in proper use of the device and may keep it in a personal pack for immediate use.

Anaphylactic Students

Albert Lacombe is an allergy-aware environment and the management of students at risk of life-threatening allergies is a priority. It is a shared responsibility among the students, parents, school staff and health care providers. Students who are anaphylactic are identified to all staff and the particulars of each case are kept in the School Emergency Protocol binder in each classroom. Our staff are trained on how to respond to a student displaying signs of anaphylaxis. To allow us to render immediate aid, it is our school policy that Epi-pens must be carried on the child's person.

Individual Care Plans for Students with Life Threatening Medical Conditions

We have a number of students who have medical conditions that can be life threatening such as diabetes and anaphylaxis. For students who have life-threatening medical conditions an individual care plan is created and reviewed on an annual basis. To assist in the creation and review of this plan, the school will request that parents/legal guardians provide information about their child to support the school to minimize risks for the child and to appropriately address a medical emergency should one arise.

The parent and guardian shall include a readily accessible emergency procedure and emergency contact information as part of this care plan.

Arrival at School

There is no official supervision of students before 8:10 a.m. We ask students who do not take the bus to arrive no earlier than 8:10 a.m. If your child needs supervision between the time you leave for work and 8:10 a.m., please find appropriate care.

Reverse Lunch at Albert Lacombe School

School wide lunchtime prayer over our intercom proceeds our lunch hour.

12:30 - 12:50 - Student are Outside for Recess play

12:50 - 12:55 - Entrance Bell

12:55 - 1:15 - Students eat lunch inside homerooms

During lunchtime, students are expected to behave appropriately so that there is a pleasant and safe environment for all. Please be advised that we do not allow students to leave the school grounds during the lunch period. Students may not go home with a friend unless parents have made advance arrangements and a parent is present to supervise.

Food Delivery Services for Students

Food delivery services such as Skip the Dishes, Uber Eats, or restaurant delivery services have become a serious concern in many school communities. For considerations related to safety and classroom disruptions, students are not permitted to order food and have it delivered to the school. As always, if parents wish to drop off a child's lunch in the office (whether homemade or picked up at a local eating establishment), they are welcome to do so. Students will continue to be paged to come to the office at the conclusion of class prior to the lunch hour.

Microwaves and Hot Water for Lunches:

We recognize that it can be challenging for parents and guardians to prepare lunches for their children that provide variety and are enjoyed by their child/ren. For safety and sanitary reasons, Albert Lacombe does not have student access to microwaves or hot water dispensing for lunches. Please ensure that food items in your child's lunch does not require microwave heating or the addition of hot water.

SAFE ARRIVALS - Reporting an Absence - Attendance - Every School Day Counts

Students should arrive at school five minutes before the first bell at 8:25 am in the morning and 1:15 pm in the afternoon.

Parents are asked to notify the school using the SAFE ARRIVALS system when a child will be absent. Please note: Notifying your child's teacher of an absence may still result in calls/emails from the SAFE ARRIVALS system.

With SafeArrival, you are asked to report your child's absence (in advance or before morning bell time) using one of these 3 convenient methods:

1. Call the automated interactive telephone system via a toll-free number 1-844- 818-9908 to report an absence.

2. Log into the website. SAFE ARRIVALS to access the SafeArrival website where an account can be set up to report absences.
3. Set up a SafeArrival account then download the Greater St. Albert Schools app to quickly and conveniently report absences from your mobile device.

These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time. *Please note: Same day absences must be reported before the first bell (8:25 a.m.) otherwise you must call the school, 780-459-4478, to report your child's absence.*

If you have not made your child's absence known, you will be contacted by the SAFE ARRIVALS system. It is important that you update the school with changes of address, telephone numbers and emergency contacts.

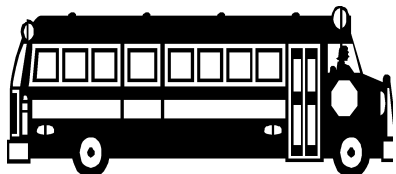
Lates and Leaving for an Appointment

When a student is late, they must report to the school office and obtain a late slip. Parents should send a written note explaining why the student is late. A record is kept of all lates during the year. It is the responsibility of parents to see that students are in school. A student is expected to attend school unless he/she is ill, or his/her absence is required for a “valid cause”.

Any students leaving the building during school hours due to illness, doctor’s appointment, etc. MUST obtain permission from the office and sign out.

Bussing

From the moment children are on the bus in the morning until they arrive home at the end of the day, they are expected to follow policy and procedures outlined by the school and bus operators. Safety on the bus is dependent on all riders remaining in their seats and acting in a responsible manner. Bus infractions are issued by drivers for major and minor offences and can result in loss of privileges to ride the bus.



School bus service is provided to students living in areas designated by Greater St. Albert Roman Catholic School Division #734 for bus transportation. Students who ride the bus use a bus pass system and must have a bus pass with them at all times. Application for bus passes is made through the Division Office, 6 St. Vital Avenue 780-459-7711. Information concerning bus stops and times is issued with bus passes, along with a brochure outlining school bus regulations. Please be proactive and discuss these regulations with your child.

We would like to remind our students and parents that sports equipment or large items must be brought to school by parents or alternate methods. This is in compliance with Alberta Transportation and Safety Regulations.

Students in K & Gr. 1 cannot be dropped off without an adult at the bus stop to greet them.

Dress Policy

Throughout the year all students are to have **inside** (non-scuffing) and **outside** footwear. The children play outdoors except in very wet or cold weather and they need to be dressed appropriately. We encourage all parents to send an extra set of clothes for their child to keep in their locker during inclement weather. This is mandatory in grade one and for all ECS students. We are asking that students dress in a manner that conveys that they are coming to their place of work prepared to

carry out their responsibilities as students. All clothing needs to be respectful of their bodies and displays a sense of modesty and positive messaging with slogans and images. We will contact parents if student attire does not fit with our school policy. Hats can be worn into the school, and then should be removed at a student's locker or coat hook. Unless there is a 'theme day,' hats are not to be worn inside the classroom.

Lanyards

For student safety, students are not permitted to possess or wear any lanyards within the school or on school-sponsored trips and events. This is inclusive of lanyards with 'breakaway' features.

Student Lockers

All students assigned a locker are required to use a school supplied combination lock. Combinations are kept on file in the office. Students are expected to keep the combination of their lock confidential. Students are not to switch locks. If a student loses their lock or requires a new lock in the event that the security of the combination of the lock has been compromised should obtain one as soon as possible.

The school is not responsible for lost or stolen items from lockers. It is encouraged that students take the following precautions:

- Refrain from storing valuable items in their lockers.
- Refrain from sharing lockers and locker combinations with other students.
- Refrain from leaving the lock unsecured while not present in front of the locker.

Students are expected to ensure to take reasonable care of their lockers during their rental.

- The locker will be kept reasonably clean.
- The locker will not be used to store illegal or contraband items at any time, including drugs, alcohol, stolen property, weapons, as some examples. Any illegal or illegally possessed items will be forwarded to the R.C.M.P.
- Open perishable food and drink will not be stored beyond the end of the school day.

The locker agreement begins on the first day of class and ends on the last day of classes. If a student leaves prior to the end of the year or fails to remove contents, personal belongings will be stored for a maximum of 30 days. If personal contents are not collected within 30 days, then the school administration may dispose of the property, as they deem as appropriate. All lockers within the school are owned by Greater St. Albert Catholic Schools and may be subject to search when deemed necessary by school administration.

Emergency Contacts

As part of registration we ask parents to complete a family information card for emergency purposes. You are asked to provide the names of two emergency contacts who should be available to pick up your child and who have the authority to deliver him/her for medical treatment if you cannot be contacted. Please inform the school office if there are changes in any of the information contained on this card so parents can be quickly contacted in an emergency.

Field Trips

Field Trips support our strong educational programs and provide great opportunities to extend learning into the community. Our school division requires signed field trip permission slips if your

child is to participate in field trips. **Permission over the telephone cannot be accepted.** If we do not receive a signed permission slip, we will find another classroom for your child to stay in until his/her class returns from the trip. If you are planning to volunteer on one of your child's field trips, you must have a **Criminal Record Check** and a **Child Welfare Check** updated annually on file at the school. Please see our Volunteer Handbook on our website.

As our field trips are offered on a cost-recovery basis, we are unable to process any refunds after the deadline for payments as deposits and fees are frequently paid in advance for these trips. In the event that a school field trip has to be cancelled due to weather or prevailing conditions, all efforts will be made to reschedule the activity; however, there is no guarantee that this can occur in every instance. In the instance a trip is cancelled, a refund will be issued to parents and guardians.

In light of the pandemic, we saw the emergence of opportunities for 'virtual field trips' for students to participate in. These are opportunities that our students would not otherwise have. As many of these opportunities have fees associated with them, they will still follow the same guidelines we have for our regular trips as it pertains to fee collections and refunds. **The fees that are charged still must fall in line with the maximum approved amounts that can be charged within a school year for all field trips.**

Parent Volunteers

We encourage and appreciate the help of parent volunteers either regularly or occasionally. Parents who are able to help only on occasion may be called on for special events.

Our [Volunteer Handbook](#) is available on our school website. When you are in the school as a volunteer we ask you to ensure that you check into the office, get a nametag, sign-out when complete. These protocols are in place for the safety and security of everyone in our school.

SIGIS

SIGIS Child Care Society will continue before and after school childcare service for Kindergarten to Grade 6 students. The program runs from 7:00 a.m. – 6:00 p.m. including school holidays and Government subsidies are available. For further information, call Tricia Cunningham - Executive Director (780) 720-8440 Email: sigischildcare@shaw.ca

School Emergency Response Plan

The safety of our students and staff is of utmost importance. Throughout the year, we conduct drills to better prepare for possible emergency situations. Parents are asked not to call the school or their child's cell phone during an emergency. Unless requested to do so, please do not come to the school to pick up your child. Please be familiar with [“A Guide for Parents and Guardians”](#), found on our website.

In the event of a real fire, or other problem where evacuation is necessary, students are to be taken to Wild Rose School or a site designated by Emergency Services.

Security and Visitors

Visitors are always welcome to Albert Lacombe School, but **MUST** report to the office to receive permission to be on the school property. **All parents and visitors are required to sign in and wear a Visitor/Volunteer name tag.** Such procedures minimize disruptions and ensure a degree of safety

for our children. Parents picking up their children from school are asked to report to the office, and their child will be called to the office at this time. Persons who are unlawfully on the premises may be charged with trespassing under the Alberta School Act.

The main door is reserved for parents, teachers, staff and visitors. **All students are to enter and exit through assigned entrances.** With the exception of the main entrance, all outside doors leading into the building will be locked for most of the day to ensure maximum security for your children.

We try not to interrupt our classrooms during teaching time but if necessary, students can be called down to pick up lunches or homework.

Student Visitors

There are instances where students or parents/guardians may make a request for a ‘friend from another school’ or a ‘cousin from out of town’ to join a child in their class for the day. To minimize disruptions to the learning environment and safety and well-being for all children, only students that are registered at our school may be in attendance during regular class time.

Lost and Found

Parents and guardians are requested to have all their child’s personal belongings clearly marked. A location in the north west hall is designated for lost articles. Please encourage students to look in this area in the event they have lost an item. Students should not wait too long to search for missing items as they will be collected and sent to community charitable organizations on a quarterly basis. (October, December, March, and June). Lost textbooks and notebooks are brought to the office. High value and/or smaller items such as watches, glasses, keys or jewellery items will be in the front office.

Students Bringing Money to School:

The decision to allow a child to bring money to school rests between the child and their parent(s)/guardian(s). As a school, we want to minimize the risks for any loss or theft of money for our students and their families. As a school, there is nothing that we would be selling to students that would require more than a few dollars unless formal communication is sent home. Any fees applicable to their child can be verified and paid on School Cash Online.

In cases where we discover students having large sums of money in their possession, school administration will contact parents/guardians to advise them of the situation.

Parking

Our parking lot is for staff only. All visitors and parents are asked to park on the street. In order to ensure the safety of our children and to alleviate congestion and confrontation, it is essential that parents **DO NOT** drive into the parking lot to drop off or pick up their child.

School Bell Schedule

8:25	<i>First Bell</i>
8:30	Announcements & Attendance
8:35 - 9:10	First Period
9:10 - 9:45	Second Period
9:45 - 10:20	Third Period
10:20 - 10:35	<i>Recess</i>
10:35 - 10:40	<i>Nutrition Break</i>
10:40 - 11:15	Fourth Period
11:15 - 11:50	Fifth Period
11:50 - 12:25	Sixth Period
12:25 – 12:29	Prayer
12:29 - 12:50	<i>Lunch Recess - Outside</i>
12:50	<i>Entrance Bell</i>
12:55 - 1:15	<i>Lunch Recess - Inside</i>
1:15 - 1:50	Seventh Period
1:50 - 2:25	Eighth Period
2:25 - 3:00	Ninth Period
3:00	<i>Dismissal Bell</i>

Early Dismissal @ 11:41 am - Buses leave at 11:51 am

Early Dismissal Days for 2019-20 (November 8, December 13, February 14, April 24)

First Aid

Some of our staff are trained in basic first aid. If a serious accident or injury occurs:

1. First aid treatment will be given immediately. If staff is unsure of treatment, 911 will be called.
2. The principal will be informed.
3. The parent will be contacted for instructions.
4. If the parent cannot be contacted, and the staff feels it is necessary, the student will be taken to the hospital by ambulance.
5. An **Accident Form**, giving particulars of the accident and treatment is kept on record.

School Council

School Councils are collective associations of parents, teachers, administration, staff, students and community representatives who seek to work together to promote the well-being and effectiveness of the entire school community and thereby to enhance student learning. A school council is a means to facilitate cooperation among all the concerned participants in the local school.

Albert Lacombe School Council meets about 8 times per year. ALL parents of children enrolled at Albert Lacombe School are invited to attend our council meetings and are automatically admitted as voting members of our school council. The council executive for 2021-22 will be elected at our first meeting in September.

If you have any ideas that you would like to share or items that you would like included in the agenda, please contact [School Council executive members](#) or leave a message at the school office.

Sports Academy

The Greater St. Albert Roman Catholic School Division #734 offers a unique sport training program for hockey, and soccer players from grades four to nine, as well as a program in Performing Arts. The English elementary students participating in the program are housed at Albert Lacombe School. As well, students from other schools registered in Sports Academy make use of our fitness facilities. The program runs three days a week in the a.m. The program is responsible for providing sport specific training in hockey, soccer or Performing Arts, as well as, the health and physical education curriculum. Students also participate in a wide variety of other recreational sports and activities. The physical education portion of the program offers introduction to a variety of different activities that allow students to meet all physical education outcomes. For more information, please contact Geoff Giacobbo at 780-459-4478 or by email at ggiacobbo@gsacrd.ab.ca

Student Owned Devices

Necessary phone calls can be made with the permission of the homeroom teacher or office staff. If your child needs to attend after school activities, please try to make arrangements the night before.

Some parents opt to provide cell phones to their children. For these situations, we have put the following procedures in place: Unless a teacher invites the students to bring these items into the classroom, they should remain in the student's backpack. They can be used during instructional time, when invited to do so by the teacher. If a child is feeling unwell or has forgotten an item, they need to speak with their teacher and with the office, instead of using a private cell phone. This will ensure that our staff are aware of the student's concern and can assist them. As well, for privacy reasons, cell phones with cameras should never be taken into washrooms or change/locker rooms.

We also discourage the use of cellphones, DS/Gameboys, and music players during recess and lunch as these provide great opportunities for socialization with peers and active play. We also worry about the security of these expensive electronics, as we cannot take responsibility for these items. Misuse of any electronics can result in a withdrawal of permission to have these items at school by school administration

Greater St. Albert Catholic Schools is very supportive of students using their own electronics devices as important tools in the learning process. While students have access to our computer lab, a laptop cart and an iPad cart, having their own laptop or tablet allows students to personalize their devices

with appropriate applications to meet their learning outcomes. As part of our Bring My Own Robust Device initiative, students are encouraged to bring devices that can be used to greatly enhance student learning opportunities. As these devices have been purchased by parents and guardians for their child's use, students are discouraged from sharing their devices with their classmates.

Cold and Inclement Weather:

Our Division ensures that our schools remain open during inclement weather; however, we also recognize that weather conditions may result in school closures, early dismissals and/or adjustments in regular bus schedules. However, in extreme weather conditions, the final decision to send a child to school or to the bus rests with the parents, even though buses and schools may be operating.

Parents are asked to ensure that their children who are passengers on a school bus or who are walking to school are properly dressed in accordance with prevailing or potential weather conditions. For all students accessing transportation services, parents/guardians will be advised of the status of transportation operations and school closures on our school website. Our school website is updated immediately upon changing conditions as well as posting of any alerts.

As a school, our protocol is at -20 degrees including the wind chill factor, all outdoor activities are cancelled, this is inclusive of recess and outdoor class activities. In the event that a school event/field trip has to be cancelled due to weather, all efforts will be made to reschedule the activity; however, there is no guarantee that this can occur in every instance.

Responsible Technology Use:

In today's connected world, technology is essential for learning. We support effective and innovative uses of technology for each and every student. This support includes a commitment to providing anytime/anywhere learning opportunities and to teach students to be Christian citizens in a digital world.

Using technology to enhance learning comes with the responsibility to use it in a manner that fosters Christ-centered citizenship. As a Catholic school it is our goal to ensure that the use of technology contributes positively to the learning environment and to the community. Students must become aware of the benefits and the risks associated with digital interactions and the risks associated with digital interactions and ultimately make decisions about using technology responsibly, keeping themselves safe online and respecting others in all interactions, whether using Division-owned or personal devices.

Student Responsibilities:

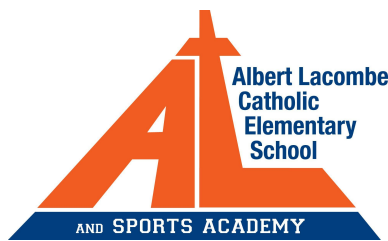
It is expected that students comply with Division standards for the responsible use of technology and honour the expectations set by their school and their teachers. This means that students, whether using Division-owned or personal devices, accessing Division or non-Division networks, must:

- Use public interactive websites in a safe manner and pay particular attention to guarding privacy, protecting identity (by not posting personal information), demonstrating etiquette, and communicating in a respectful, kind and compassionate manner.
- NOT submit, post, publish, send or display obscene, profane, threatening, illegal and/or other inappropriate material on their devices, school-owned devices or on the internet.
- NOT photograph or videotape others (students or staff) without their consent.

- NOT attempt to access data or programs contained on systems without authorization or consent.
- NOT read another user's e-mail unless authorized to do so by the owner of the e-mail account.
- Agree to keeping personal passwords private and confidential.
- Agree to take precautionary measures to protect personally-owned device(s) from unauthorized access.
- Adhere to copyright laws regarding the duplication or replication of other people's work.
- REPORT instances of inappropriate, objectionable and/or offensive material to a teacher or supervisor.

Digital storage areas are treated like school lockers. Division network administrators may review files and communications to maintain system integrity and to ensure responsible use. Users should not expect that files and communications stored on Division servers are private. Technology resources, including bandwidth, file space, and printers are for education purposes.

Students will be held accountable for any deliberate attempt to circumvent Division technology security and supervision. A security problem on the network must be reported. Students who bring their own devices to school do so at their own risk. The school and Division do not accept responsibility for their safekeeping, maintenance, loss or any damage that may result.



**SAFE & CARING LEARNING ENVIRONMENT
AT ALBERT LACOMBE CATHOLIC ELEMENTARY
SCHOOL
STUDENT CODE OF CONDUCT POLICY**

*Sustaining a Safe and Caring Learning Environment in Greater St.
Albert Catholic Schools*

Sustaining a Safe and Caring Learning Environment in Greater St. Albert Catholic Schools

As part of our Division's mission, "to learn, live fully, and serve others," Albert Lacombe Catholic Elementary School strives to build a safe and caring culture through the example of Jesus Christ. We believe that every member of our school community will foster dignity, respect and service through their actions. Every individual is entitled to be treated with dignity and respect. Teachers use effective teaching strategies and classroom management skills to minimize off-task behaviour and to engage students in their learning. Where required, teachers and/or administration will notify parents and implement strategies to address concerns or inappropriate actions. A school-wide approach to positive behaviour supports effectively promotes a safe, orderly, and predictable learning and teaching environment.

The school will establish a culture of respect for the God-given dignity of all who participate within it and pursue everyone's common good, as we build a community of faith, hope, and love through the example of Jesus Christ.

Definitions:

1. Harassment refers to derogatory (e.g., excessively critical, insulting, belittling) or vexatious (e.g., aggressive, angry, antagonistic) conduct or comments that are known or ought reasonably to be known to be offensive or unwelcome. Harassment includes, but is not limited to, the following:
 - a) any objectionable comment, act, or display that demeans, belittles, or causes personal humiliation or embarrassment, and any act of intimidation or threat;
 - b) conduct or comments involving any of the prohibited grounds of harassment and discrimination as defined in the *Alberta Human Rights Act*.Any form of harassment may be caused by a single incident or a series of events.
2. Sexual Harassment includes comments, gestures or physical conduct of a sexual nature where an individual knows or ought reasonably to know that the behaviour is unwelcome and personally offensive. Sexual harassment includes, but is not limited to:
 - a) inappropriate or derogatory comments, humour, insults or behaviour based on gender and/or gender expression, gender identity;
 - b) inappropriate, lewd, or sexually offensive written, graphic or behavioural displays on school board property;
 - c) inappropriate, lewd, or sexually offensive slogans or graphics displayed on clothing worn on school board property or during school-related activities;
 - d) inappropriate conversation, physical touching, or leering that could be construed to be a sexual advance;
 - e) inappropriate conversation regarding an individual's sexual behaviour;
 - f) unsolicited and/or unwanted requests to engage in sexual activity;
 - g) reprisal or threat of reprisal against an individual for rejecting a sexual solicitation or advance.
3. Bullying refers to repeated and hostile or demeaning behaviour by an individual where the behaviour is intended to cause harm, fear or distress to another individual in the school community, including psychological harm or harm to the individual's reputation. Bullying often occurs in circumstances where one party endeavors to maintain power and control over another based upon systemic inequalities within a social setting.

Harassment and Bullying Codes of Conduct

The school does not support Harassment and Bullying in any of its schools and / or sites or at all. To this end, the Greater St. Albert Catholic School Division has implemented (and revised) the following Administrative Procedures, which will serve as the basis for addressing matters pertaining to Harassment and Bullying:

- a) Student Discipline Framework, Administrative Procedure 350
- b) Harassment Administrative Procedure 460 (Employees)
- c) Harassment Administrative Procedure 358 (Division Students)
- d) Safe and Caring Learning Environments Administrative Procedure 359
- e) Code of Conduct Review to Address Bullying Behaviour Administrative Procedure 360
- f) Accommodating and Respecting Gender Identity and Expression Administrative Procedure 361
- g) Revised Use of Technology Administrative Procedure 140
- h) Revised Social Media Administrative Procedure 149

Expectations

1. No action toward another student, regardless of the intent of that action, will or is intended to cause harm, fear, or distress to that student.
2. No action toward another student within the school community will or intend to diminish the student's reputation within the school community.
3. Any action that contributes to a perception of Bullying, whether it occurs during school time, or after school hours, or whether by electronic or other means, will be addressed by the school if it is determined that the actions impact the wellbeing of the alleged victim within the school community.
4. Any action that humiliates or contributes to diminishing the reputation of a student because of race, religious beliefs, colour, gender identification, gender expression, physical disability, mental disability, ancestry, age, place of origin, marital status of parents, source of income of parents, family circumstances, or gender expression, or gender identity of a student.
5. No report by a student that he / or she is being "harassed" or "bullied" will be ignored by a school official. The official will report the incident to the school principal who shall investigate the matter and act in accordance with Harassment Administrative Procedure 358 (Students) as required.
6. In establishing consequences for bullying, teachers and principals will use corrective interventions that consider the context of the circumstance, the behavioural history of the students involved, and the age / stage of development of the student.
7. If, in the opinion of the teacher or principal an act of Bullying has occurred, interventions will be applied dedicated to stopping the behaviour in the future and supporting the victimized student. Those disciplined for their involvement in bullying will be communicated what to "stop" doing and "start" doing in order to further a safe and caring culture within the school.

8. Incidences of Bullying that adversely impact the safety of individuals or are an affront to the common good of the school community may be addressed through application of applicable administrative procedures and practices, including Harassment Administrative Procedures 358 (Division Students) and 460 (Employees).
9. Students will not be discriminated against according to the application that the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms has to the School Board as a Catholic Separate School Division.
10. All actions by students that impact the safety and wellbeing of students or staff will be addressed through the Student Discipline Framework AP 350 and the Harassment AP 358 (Division Students) as appropriate.
11. The expectation for students in all their school-related interactions that pertain to the School Division is that they:
 - a) conduct themselves in a manner which upholds the dignity and worth of all members of the school community;
 - b) be aware of and adhere to their school's code of conduct; and
 - c) be aware that these expectations from the school's and division's standards for creating a safe and caring school.
12. Appropriate interventions and support will be provided to the student who has engaged in wrongdoing to ensure that the student establishes productive, positive behaviours in the future.

A specific Code of Conduct for Students to support these expectations is as follows:

Our School's Expectations

The mission of our school division speaks to nurturing each student *"to learn, live fully, and serve others."* We place the wellbeing of students at the forefront of the operation of our school. Most importantly, our passion in this regard is motivated by our core belief that all students are created in the image and likeness of Christ. For this reason, our staff will work to ensure that each student enrolled in our school is provided with a welcoming, caring, respectful, safe and Christ-centered environment that promotes the wellbeing of all students and fosters community support for achieving this goal. Our school's expectations reinforce the importance of acceptable behaviour, while inside or outside the school building, within or outside of the regular school day or by electronic means. Our faculty strives to model this attitude in our work with students and believe strongly in our school mission statement: **What Starts Here Changes the World.**

Albert Lacombe students are encouraged to demonstrate the behaviour of B.E.A.R.S.:

- **Belonging** – we want all students to feel included and welcomed

- **Excellence** –we give our best effort; we strive to improve
- **Accountability** – others can count on us to be responsible; we take responsibility for our actions.
- **Respect** – we consistently treat everyone in the school community with dignity
- **Safety** – we make School safe for everyone, physically and emotionally

Our Positive Behavior Supports reinforce the more specific expectations for student conduct such as:

- Students are expected to respect and respond to another student's request in terms of how that student requests to be treated.
- Students have a responsibility to treat others in our school community to be fully accepted and valued by all other students.
- Justification by the instigator of harmful behaviour to others (i.e. I was just joking) does not justify others' harmful behaviour.
- Behaviours that are harmful to others, or result in marginalizing others because of who they are, where they have come from, who they like and associate with, and where they live, are considered acts of bullying.
- Students have a responsibility to report to an adult within the school, any act that is known to be planned, is about to take place, or has happened by a student or students that would create harm to others.
- No action toward another student, regardless of that action's intent, will cause harm, fear, or distress to that student.
- No action toward another student within the school community will diminish the student's reputation within the school community.
- Any action that contributes to a perception of bullying, whether it occurs during school time, or after school hours, or whether by electronic or other means, will be addressed by the school if it is determined that the actions impact the alleged victim's wellbeing within the school community.
- No report by a student that he/she is being "bullied" will be ignored by a staff member.

Any form of physical aggression or bullying will not be tolerated and will result in immediate consequences. Silence gives the bully power. Please inform us immediately if you believe your child is experiencing difficulty.

Students, in other words, your responsibility is:

- to try your best in all your courses
- to attend school and always be on time for classes
- to do as any employee asks you of the school board (principal, teacher, E.A., secretary, custodian, bus driver, etc...)
- to follow the school rules
- to be respectful to everyone (even the people you don't know or like) – treat others the way you want to be treated.
- to do the right thing and report bullying if you see it
- to be a positive force in your school

Prohibited Items:

The following are not permitted on school property at any time: alcohol, cannabis, tobacco, illegal drugs, vapour/e-cigarettes, matches, lighters, and weapons. Consequences for having or being under the influence or in possession of any of these items on school property can involve severe consequences, including suspension and/or expulsion and can include the R.C.M.P's involvement.

Consequences and Interventions:

Consequences and interventions are implemented for unacceptable behaviour, taking into account the student's age, maturity and individual circumstances (a move away from 'zero tolerance' policies that have been proven ineffective). An attempt will always be made to implement logical consequences and restorative justice practices that encourage and maintain every student's God-given dignity. Our approach is supportive of students who are impacted by inappropriate behaviour and students who engage in inappropriate behaviour.

Notwithstanding, some unacceptable behaviours are so injurious to a safe and caring culture that, in addition to providing intervention supports, may result in temporary or extended removal from a classroom or the school. Grounds for suspension/expulsion, whether or not the unacceptable behaviour occurs within the school building, during the school day or by electronic means, include behaviours such as:

- actions which threaten the safety of yourself or others;
- possession/selling of illegal drugs (including look-a-like), alcohol, or inhalants;
- going against Division-wide policies about harassment, smoking/vaping, attendance, and student responsibilities;
- open defiance of authority;
- interference with the orderly conduct of the school;
- and going against the student code of conduct as per the Education Act.

This code will be reviewed for its effectiveness in meeting Division expectations annually.

Please note that Section 32 of the *Education Act* specifies the following reminder for parents:

A parent has the prior right to choose the kind of education that shall be provided to the parent's child, and as a partner in education, has the responsibility to:

- a) act as the primary guide and decision-maker with respect to the child's education,
- b) take an active role in the child's educational success, including assisting the child in complying with section 31,
- c) ensure that the child attends school regularly,
- d) ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- e) co-operate and collaborate with school staff to support the delivery of supports and services to the child,

- f) encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- g) engage in the child's school community.

The school values your participation within our school community to support the safety, wellbeing, and success of all our students.

We look forward to working with students and parents to help our young BEARS know God's love and put the messages of Jesus into action in their daily lives! **WHAT STARTS HERE CHANGES THE WORLD!**

This code will be reviewed for its effectiveness in meeting Division expectations annually. Revised February 2021 reviewed with Albert Lacombe School Council on February 10 and with the Albert Lacombe Catholic School Faculty on February 12, 2021. Posted to the Albert Lacombe Catholic Elementary School Website on March 18, 2021.