



## Albert Lacombe Catholic School and Sports Academy 2023 - 2024

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[www.al.gsacrd.ab.ca](http://www.al.gsacrd.ab.ca)

Parent Portal Access:  
<https://gsacrd.powerschool.com/public/>

**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.



## **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.

Every day, Albert Lacombe students are encouraged to show: **B**elonging, **E**xcellence, **A**ccountability, **R**espect and **S**afety and are recognized for doing it!

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

### **School Reentry - Pandemic:**

At the time of the handbook publication, there were no remaining health restrictions and protocols about school operations and COVID-19. However, should the situation change and further direction be given by the Chief Medical Officer of Health, applicable protocols and practices will be implemented as recommended/required. As these protocols are made, they intend to evolve based on the changing contexts within our community. Please note that Division pandemic protocol will supersede any element within this handbook. To comply with Division and Alberta Health Guidelines, we may need to modify our practices. We will communicate these changes to parents and guardians if this is the case.

## **COMMUNICATION PROTOCOLS**

### **Website**

Our website is [www.algsacrd.ab.ca](http://www.algsacrd.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 google classrooms and SeeSaw accounts to help keep parents informed and provide timely information regarding your child's homeroom class.

### **Calendar of Events**

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

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

### **Agenda**

Our students are issued an agenda by their homeroom teacher at the beginning of the school year. The purpose of 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 news 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 vital 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 before 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. On Sunday, weekly BEAR Bones newsletters are emailed 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 communications.

Information regarding a specific class or program (e.g. Sports Academy) will be sent out to the applicable families through School Messenger. This ensures that any school information sent out to families is pertinent to the family.

We distribute the **BEAR Bones on Sundays**, which is a snapshot of the upcoming week and a highlight of activities from the week before. This newsletter is delivered online through our school website – [www.al.gsacrd.ab.ca](http://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](mailto: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 can be accessed through the Parent Portal, where you can create your unique password. Other confidential information about your child will be emailed to parents and guardians using a secured document delivery system through School Messenger. The document cannot be accessed if it is sent to the wrong recipient. To access these documents, you must enter your child's birth date.

### **Addressing Concerns:**

When providing a safe and caring environment and educational programming and learning support to students, there will be instances where parent/guardian concerns can emerge. Generally, we recognize that 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 issue not be resolved, please reach out to the Vice-Principal.
3. Should the issue 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. We promote a culture of mutual respect, civility, and orderly conduct among faculty, parents/guardians, and students as a school community. 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.

## **THE SCHOOL DAY AT ALBERT LACOMBE**

### **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. Please find appropriate care if your child needs supervision between the time you leave for work and 8:10 a.m.

### **Reverse Lunch at Albert Lacombe School**

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

**12:30 - 12:50 - Students 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 to have a pleasant and safe environment in a school community. Please be advised that we do not allow students to leave the school grounds during the lunch. Students may not go home with a friend unless parents have made advance arrangements and a parent is present to supervise.

### **When Students arrive on School Property:**

Supervision at our school begins at 8:10 am. Our first bell rings at 8:25 am , and students will enter the school through their designated doors at this time. However, for entrances with more than one homeroom class, we have students enter the school by homeroom classes no later than 8:25 am. To start the school year, teachers will assist students with this procedure in becoming familiar with the routine.

### **End of the Day:**

Students will be exiting the building through their designated entrance doors. We will ensure that all students are dismissed quickly at the end of the day, so students who take the bus have time to board. Students are expected to promptly leave the building at the end of the school day.

Please note that faculty members do not supervise the playground after the school day. Parents and guardians are welcome to stay after school and watch their children play on the school grounds outside of regular school hours.

### **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 and 1:15 pm.

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 three 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, seven 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 at 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. You must 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 appointments, etc. MUST obtain permission from the office and sign out.

### **School Bell Schedule**

Note - Supervision Begins at 8:10 - School is accessible for inclement weather as well

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

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

### **Food Delivery Services for Students**

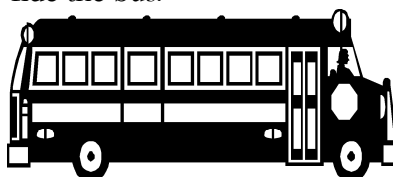
Food delivery services such as Skip the Dishes, Uber Eats, or restaurant delivery services have become a concern in many school communities. For considerations related to safety and classroom disruptions, students are not permitted to order food and have it delivered to the school. As always, if parents 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 before lunch.

### **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. Albert Lacombe does not have student access to microwaves or hot water dispensing for lunches for safety and sanitary reasons. Please ensure that food items in your child's lunch do not require microwave heating or the addition of hot water.

### **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 the 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 responsibly. 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. **This pass records a child's entry and exit of a school bus, allowing us to know precisely when and where this occurs if a child does not arrive at their correct destination.**

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 and 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 oversized items must be brought to school by parents or alternate methods**. Items should be able to fit inside your child's backpack that can sit on their lap as they travel to and from school. This complies with Alberta Transportation and Safety Regulations.

Bus passes are used to monitor students boarding and off-loading to and from school and must be used each time a student gets on or off of the bus. This is a way to monitor where students get on and where they get off in the event we have a missing student or to notify parents in the event that there is an emergency while riding on the bus. If your child has lost their bus pass, a new one will need to be issued in order to ride the bus for a nominal fee.

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

### **Student Attire Guidelines:**

As a Catholic school, we believe that each person is made in the “image and likeness of God,” and as such, each individual has inherent dignity. The dignity bestowed on an individual is given by God, is unconditional, and is not determined by earthly possessions, including clothing. However, we believe that each person’s inherent dignity should be upheld and reflected by their attire. Albert Lacombe Catholic Elementary School honours the freedom for students to choose attire that reflects their unique personality while adhering to the values of our school community.

Student attire should be appropriate to the occasion and weather, and regulations should be sufficiently flexible to accommodate some variation in conditions. Students are required to wear proper footwear that is safe and appropriate for the activity, where all students are to have **inside** (non-scuffing) and **outside** footwear throughout the year. We encourage all parents to send an extra set of clothes for their children to keep in their locker during inclement weather. This is mandatory in grade one and for all ECS students.

Students are expected to dress in a manner which allows them to carry out the tasks of the school day or for any school sponsored event. Student attire will be comfortable, allow them to be authentically who they are, and be consistent with the values of the Division. All clothing needs to be respectful of their bodies and displays a sense of modesty and positive messaging with slogans and images.

- Students are not permitted to wear articles of clothing, jewelry or accessories that indicate or suggest membership in or affiliation with any group or organization that does not support a welcoming, caring, respectful, safe, and Catholic learning environment.
- Students are not permitted to wear articles of clothing that display or reference symbols or words of hate and discrimination that contradict our values of respecting diversity and fostering a sense of belonging.
- Students are not permitted to wear articles of clothing that display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities that contradict our commitment to safe and healthy school environments.

There may be instances where more specific dress code requirements may be required for student participation in classroom and school activities for safety considerations. These cases may include, but are not limited to proper winter clothing for recess and activities on cold weather, limited jewelry in athletic opportunities, proper footwear for physical education class (e.g. no flipflops for running activities).

We will contact parents if student attire does not fit our school guidelines and will work with them to address any concerns.



### **Student Lockers**

All students assigned a locker. There are instances where the school will provide school-supplied combination lock or carabiner. If a lock is issued, combinations are kept on file in the office. Students are expected to keep the combination of their locks confidential. Students are not to switch locks. If a student loses their lock or requires a new lock if 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 take reasonable care of their lockers during their rental.

- The locker will be kept reasonably clean.
- For some examples, the locker will not be used to store illegal or contraband items, including drugs, alcohol, stolen property, and weapons. Any unlawful 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 before the end of the year or fails to remove contents, personal belongings will be stored for 30 days. If personal contents are not collected within 30 days, the school administration may dispose of the property. 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.

### **Student Visitors**

There are instances where students or parents/guardians may request 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 of all children, only students 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 marked with their child’s name. A location in the northwest hall is designated for lost articles. Please encourage students to look in this area if 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 quarterly. (October, December, March, and June). Lost textbooks and notebooks are brought to the office. High value and smaller items such as watches, glasses, keys or jewellery 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 of 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, the school administration will contact parents/guardians to advise them of the situation.

## **STUDENT WELLNESS**

### **Administration of Prescribed Medication & Student Medical Concerns**

It is imperative that parents contact the school principal if there are medical concerns for their child, and that information can be updated in PowerSchool. If 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 school hours. Therefore, we ask that you check with your physician to determine the best way to do this and administer it 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 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 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 the 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. Anaphylactic students are identified to all staff, and the particulars of each case are kept in the School Emergency Protocol binder in each classroom. Our staff members are trained annually on responding to a student displaying signs of anaphylaxis. To allow

us to render immediate aid, our school policy states that Epi-pens must be carried on the child's person.

### **Individual Care Plans for Students with Life-Threatening Medical Conditions**

We have several students with medical conditions that can be life-threatening, such as diabetes and anaphylaxis. An individual care plan is created and reviewed annually (and during the year if required). To assist in developing and reviewing this plan, the school will request that parents/legal guardians provide information about their child to support the school in minimizing risks for the child and 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.

## **SCHOOL PROGRAMMING**

### **We are a Catholic School:**

At Albert Lacombe Catholic Elementary School, we proudly communicate that we are a Catholic School. In Alberta, Catholic schools are a publicly funded and vibrant part of the public education system. Catholic schools provide an environment for their students that encourages high academic achievement and personal and communal spiritual formation. The presence of the Catholic faith is permeated within every element of the school. Our Catholic school communities are guided by faith. Catholic education has held a longstanding distinct role in Alberta's public education system. This role existed before the creation of the province and then was further solidified constitutionally with the *Alberta Act*, 1905. Catholic education is celebrated and continually strengthened today through Alberta's publicly funded system. Within Catholic school communities, the values of the Gospel and Catholic teachings are not only taught, but they are witnessed and exemplified in action. A commitment to the ethics of social justice dwells not only within the walls of the school but also within the community. This contributes to the well-being of our larger communities. Catholic schools celebrate this nurturing and know that it makes Catholic education something special.

*Adapted from the Alberta Catholic Schools' Trustees Association*

### **Sports Academy**

The Greater St. Albert Roman Catholic School Division #734 offers a unique sports training program for dance-gymnastics, and cheer, hockey, soccer for students in grades four to nine. The English elementary students participating in the program are housed at Albert Lacombe School. Students from other schools registered in Sports Academy use our fitness facilities. The program is responsible for providing sport-specific training in hockey, soccer or Performing Arts, and 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 an introduction to various activities that allow students to meet all physical education outcomes.

The program runs three days a week in the morning at Albert Lacombe Catholic Elementary School. Calendars are shared with parents and guardians monthly, outlining the locations in which students will take part in their academy program for that day. Parents and guardians are responsible

for ensuring their children are at the proper location to begin their day on time. If your child is late, please ensure you drive them to the venue if they are scheduled to be off-site (e.g. arena, studio, or the soccer pitch) as there is no programming at the school for your child for this time. Bus transportation will be provided to bring students back to Albert Lacombe on days in which your child is off-site for academy programming.

For more information, please contact Geoff Giacobbo at 780-459-4478 or by email at [ggiacobbo@gsacrd.ab.ca](mailto:ggiacobbo@gsacrd.ab.ca)

### **Field Trips:**

Field Trips support our vital 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 their class returns from the trip. If you plan to volunteer on one of your child's field trips, all volunteers must complete a declaration form and confidentiality agreement, which are sent out at the beginning of the school year. For any overnight trips, you must have a **Criminal Record Check** and a **Child Welfare Check** updated annually on file at the school. As our field trips are offered on a cost-recovery basis, we cannot process refunds after the payment deadline as deposits and fees are frequently paid in advance. If 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. If a trip is cancelled, a refund will be issued to parents and guardians.

In light of the pandemic, we saw opportunities for 'virtual field trips' for students. These are opportunities that our students would not otherwise have. As many of these opportunities have fees, they will still follow the same guidelines for our regular trips regarding fee collections and refunds. **The fees must still align with the maximum approved amounts charged within a school year for all field trips.**

### **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. We have put the following procedures in place for these situations: 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 asked to do so by the teacher. If a child feels unwell or has forgotten an item, they need to speak with their teacher and then go to the office instead of using a personal cell phone. This will ensure that our staff are aware of the student's concerns and can assist them.

We also discourage the use of cellphones, game consoles, and music players during recess and lunch, as these provide excellent 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.

Greater St. Albert Catholic Schools supports students using their own electronic devices as important tools in the learning process. While students have access to our mobile carts and tech devices, 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 enhance student learning opportunities greatly. As parents and guardians have purchased these devices for their child's use, students are discouraged from sharing their devices with their classmates.

### **SIGIS**

SIGIS Child Care Society will continue before and after school childcare services for Kindergarten to Grade 6 students. The program runs from 7:00 a.m. – to 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](mailto:sigischildcare@shaw.ca)

## **PARENT ENGAGEMENT OPPORTUNITIES**

### **Security and Visitors**

Visitors are always welcome to Albert Lacombe Catholic Elementary School but **MUST** report to the office to receive permission to be on the school property. **Parents and visitors must 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 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.** Except for 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 students can be called down to pick up lunches or homework if necessary.

### **Parent Volunteers:**

We encourage and appreciate the help of parent volunteers, either regularly or occasionally. Parents who can help only occasionally may be called on for special events. If you plan to volunteer on one of your child's field trips, all volunteers must complete a declaration form and confidentiality agreement, which are sent out at the beginning of the school year. For any overnight trips, you must have a **Criminal Record Check** and a **Child Welfare Check** updated annually on file at the school.

When you are in the school as a volunteer, we ask you to ensure that you check into the office, get a nametag, and sign out when complete. These protocols are in place for the safety and security of everyone in our school.

### **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 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 eight 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.

### **SEEALS:**

The Society Enriching Education at Albert Lacombe School or **S.E.E.A.L.S.** is the volunteer organization that works to support the community of Albert Lacombe Catholic Elementary School.

Throughout the school year, S.E.E.A.L.S directly supports classrooms with instructional materials and other supplies for the students to use. This program also funds special events such as Spirit days, Student and Teacher Farewells, and educational initiatives such as Literacy and Numeracy Week. Importantly, the families of Albert Lacombe are also supported through the Compassionate Friends Program to make sure no student goes without.

S.E.E.A.L.S. has run family-favorite fundraisers including, Healthy Hunger, Spirit Wear, Booster Juice, Purdy's chocolate, and more!

If you would like to get involved please contact us at [seealsorder@gmail.com](mailto:seealsorder@gmail.com).

## **SAFE AND CARING PROTOCOLS**

### **Emergency Contacts**

As part of the registration process, parents and guardians can identify one or more emergency contacts in the event parents or guardians cannot be reached in an emergency situation. This may be if a child is ill or needs to access medical attention (e.g. get stitches) and parents/guardians cannot be reached. Over the course of the school year, contact information for emergency contacts may change (e.g. new phone number) or maybe a new emergency contact altogether (e.g. previous contact moved away). Please inform the school office if there are changes in any contact information so that parents can be quickly reached in an emergency.

### **Lanyards**

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

### **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 transported to the hospital by ambulance.
5. An **Accident Form**, giving particulars of the accident and treatment is kept on record.

### **Emergency Response Planning:**

Schools are considered one of our communities' safest places. However, in reality, an emergency can strike anywhere at any time. During any emergency, our priority is the safety of our students and staff. To respond effectively to any school crisis, the Division relies upon its Emergency Response Plan. The Plan works in conjunction with other local emergency plans since a school emergency could require the involvement of numerous agencies. The plan at Albert Lacombe Catholic Elementary School and the Division Plan is reviewed annually and after an emergency. For security reasons, certain components of our emergency response plans are not publicly available.

Schools conduct training and drills throughout the year to help prepare students and staff for possible emergencies. When a school is confronted with an emergency, staff will assess the situation and decide on a course of action.

As a school, we conduct drills throughout the year to rehearse emergency procedures. These exercises prepare students and staff to act quickly and help minimize children's fears during a real emergency.

During a time of an actual emergency, it is imperative that parents and guardians do not contact the school, RCMP, or their child's cell phone or come to the school to get their child/ren as this can impede our and the Emergency Services ability to address the emergency.

### **Parking**

There are a few quick reminders with parents regarding pickups and drop off of students over the day. As a school, we value our partnership with our parent community as we endeavour to work collaboratively to create a safe and caring environment for our children. Our collaborative work includes creating a safe and caring journey to and from school and our school day for our students and families. The following information is to communicate expectations for our community regarding parking near our school.

**Our parking lot is for staff only.** All visitors and parents are asked to park on the street. 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 children.

#### Parking Enforcement:

Local bylaw officers heavily monitor the school zone in proximity to the school. It is important to note the parking restrictions in the proximity of the school so that parents, guardians, and caregivers are not assessed any fines for any parking infractions:

- Signs in proximity to the crosswalk located in front of the school indicate no parking within 5 meters of the crosswalk.
- There is a loading zone on the school side of Gainsborough Avenue going down the hill. The area along the street in front of the school is for dropping off students only. This location is not for any parking or waiting in vehicles. The space is limited in size (approximately three cars) and requires the efficient drop-off of students to accommodate all families dropping off their child(ren). When using the drop-off area, please ensure that you pull up so that as many vehicles can drop off at the same time and depart as soon as you have dropped off your child(ren). Bylaw officers have ticketed unattended vehicles.
- The area between the loading zone and crossing zones is a no-parking zone. Any parked vehicles (attended or unattended) have been assessed parking tickets by bylaw enforcement.
- The area directly across the street from the school's main entrance is a no parking and stopping zone.

When dropping off your child/ren, to further ensure your child(ren) 's safety, we ask, if at all possible, to have your child(ren) exit the vehicle on the curbside instead of on the traffic side.

We strongly encourage families who routinely pick up their after-school children to use a designated area away from these trouble zones to ensure safe crossing and reduce risk to all students.

As a courtesy to our neighbours, please be mindful of driveways, sidewalks, and congestion during busy times. Bylaw officers regularly patrol the area, and complaints will be directed to their office by community members.

We truly need everyone's cooperation and the best effort to follow the protocols. Please communicate this information with other caregivers who may be dropping off or picking up your child(ren). School administration will communicate with parents regarding parking infractions from an educational perspective (e.g. a location was a dedicated no parking zone); however, our role is not traffic enforcement on the street. Bylaw enforcement works separately from the school and school division and is responsible for issuing tickets for parking or other driving-related fines.

#### **Responsible Technology Use:**

In today's world, technology use is for every student. This support includes a commitment to providing anytime/anywhere learning opportunities and teaching 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, we aim to ensure that technology contributes positively to the learning environment and the community. Students must become aware of the benefits and risks associated with digital interactions and risks related to digital interactions. Knowing these risks will ultimately prepare them to 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:**

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

- Safely use public interactive websites and pay particular attention to guarding privacy, protecting identity (by not posting personal information), demonstrating etiquette, and communicating respectfully, kindly, and compassionately.
- NOT submit, post, publish, send or display obscene, profane, threatening, illegal and other inappropriate material on their devices, school-owned devices or the internet.
- NOT photograph or record others (students or staff) without their consent (this applies to both face-to-face and online learning environments).
- NOT attempt to access data or programs contained on systems without authorization or consent.
- NOT read another user's e-mail unless authorized by the owner of the e-mail account.
- Agree to keep personal passwords private and confidential.
- Agree to take precautionary measures to protect the 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 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 ensure responsible use. Users should not expect files and communications stored on Division servers to be 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.

### **Cold and Inclement Weather:**

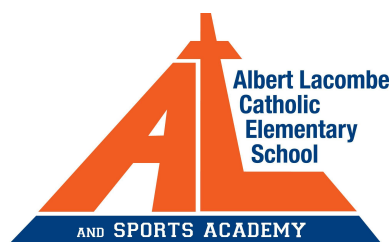
Our Division ensures that our schools remain open during inclement weather; however, we also recognize that weather conditions may result in school closures, early dismissals or adjustments in

regular bus schedules. However, in extreme weather conditions, the final decision to send a child to school or the bus rests with the parents, even though buses and schools may be operating.

Parents are requested to ensure that their children who are passengers on a school bus or walking to school are adequately dressed according to prevailing or potential weather conditions. Parents/guardians will be advised of the status of transportation operations and school closures on our school website for all students accessing transportation services. Our school website is updated immediately upon changing conditions and posting any alerts.

Our protocol is set at -20 degrees as a school, including the wind chill factor, where all outdoor activities are cancelled. This is inclusive of recess and outdoor class activities. If 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.

There are incidences where there are other climatic events that impact outdoor activities that include air quality. The threshold for transitioning outdoor activities inside was **8 (high) on the Air Quality Health Index** as a consistent baseline for all GSACRD Schools. As with any weather situation (temperature, severe winds, rain, etc), we continually monitor throughout the day, and if necessary, will keep students indoors.



**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*

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 form the school's and division's standards for creating a safe and caring school.
12. No report by a student that s/he is being "bullied" is to be ignored by a school official, who will report the matter to the school principal as required by Harassment AP 358 (Division Students).
13. In establishing consequences for Bullying, teachers and principals may 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.
14. If, in the opinion of the teacher or principal an act of Bullying has occurred, interventions may be applied dedicated to stopping the behaviour in the future, and to providing reasonable supports to the victimized student.
15. Appropriate interventions and supports 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.:

- **B**elonging – we want all students to feel included and welcomed
- **E**xcellence –we give our best effort; we strive to improve
- **A**ccountability – others can count on us to be responsible; we take responsibility for our actions.
- **R**espect – we consistently treat everyone in the school community with dignity
- **S**afety – 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 District expectations annually.**

Revised February, 2023 - reviewed with Albert Lacombe School Council on March 21, 2023 and with the Albert Lacombe Catholic School Faculty on February 17, 2023. Posted to the Albert Lacombe Catholic Elementary School Website on March 21, 2023.