



2025-2026
FAMILY HANDBOOK
PLEASE READ THIS INFORMATION IN FULL

web: <https://flcs.starcatholic.ab.ca/>

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LEDUC, Alberta
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Telephone: (780) 986-0045



web: <https://www.starcatholic.ab.ca/>

St. Thomas Aquinas Roman Catholic School

Vision

At Father Leduc Catholic School, our vision is that ALL students will learn at high levels surrounded by Christ's love.

In Action

Our vision means that our caring staff will collaborate with your child to create a school environment where they can engage in ways that will optimize their learning. Learning is a journey that is travelled together. We value the relationship between school, student, home and faith and look forward to working with your family on this journey!

Our unique position as a Catholic school invites us to present Christ's message of love as an integral part of our curriculum. We are blessed to put the message of the Gospels into the experiences of the school community. With this focus, all of us will have the opportunity to reflect upon our own call to service in Christ, in our community, in our school, in our families, and with each other.

Throughout the 2024-2025 school year, we will build a school culture together. Students will have opportunities to engage their world through a lens that encompasses our school rules of Be Safe, Be Respectful and Be Responsible!

Whether through daily participation in the visual arts, performance arts, athletics, e-sports, student leadership, social justice, or any of the other opportunities presented over the course of the school year, we know that there is something for every student of Father Leduc Catholic School.

We look forward to working in service together!

Dustin Fountain
Principal

Donna Hayden
Vice-Principal

Angela Lobkowitz
Vice-Principal

Father Leduc: A School of High Expectations

Within Father Leduc, we take pride in a culture of high expectations for staff and students, framed by excellent behaviour and awesome levels of engagement in learning.

School Act Part 1, Section 12—Student Responsibilities

A student shall conduct himself or herself to comply with the following code of conduct:

1. Be diligent in pursuing the student's studies.
2. Attend school regularly and punctually.
3. Cooperate fully with everyone authorized by the board to provide education programs and other services.
4. Comply with the rules of the school.
5. Account to the student's teachers for the student's conduct.
6. Respect the rights of others.
7. Ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging
8. refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether it occurs within the school building, during the school day or by electronic means.
9. positively contribute to the student's school and community.

School Act Part 1, Section 16.2—Parent Responsibilities

A parent of a student has the responsibility

1. to take an active role in the student's educational success, including assisting the student in complying with section 12,
2. to ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
3. to cooperate and collaborate with school staff to support the delivery of supports and services to the student,
4. to 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
5. to engage in the student's school community.

Expectations of Student Behaviour: Students are expected to follow the expectations set out in the School Act, our school discipline policy, and the expectations set out by their teachers. These details are described below, and are given to students by their teachers at the beginning of each year. Student expectations are not exclusive to these details.

SCHOOL MESSENGER

At times, you will receive School Messenger emails. These are important emails that may have time-sensitive information. "School Messenger" is a system we use to communicate with you at

home. Be sure to watch your junk folder for this, and do not mark it as spam, or you could miss out on valuable information.

SCHOOL CASH ONLINE

You may also receive emails from School Cash Online. These emails are used for permission forms and school fees. Please keep an eye out for this communication, as missed fees can result in your child missing out.

POWERSCHOOL

You may also receive emails from PowerSchool. These emails are used for the communication of student learning and pieces related to registration. Please attend closely to this communication.

*These forms of communication are used frequently in the school office. Please ensure you have an up-to-date account with School Cash Online and with PowerSchool. If you need support logging into either of these platforms, do not hesitate to check in with the office.

HOMEROOM TEACHER

Your child's class teacher(s) will communicate with you about all things relevant to the classroom. This can include information about learning assignments, celebrations, spirit days, student successes and challenges, and other events. Please attend closely to this communication, as all communication will be about setting your child up for success!

Please, if you have any concerns about your child's time at school, communicate first with your classroom teacher.

APPROPRIATE DRESS

Our school community believes that our manner of dress is an opportunity to reflect the teachings of the Gospel, demonstrating modesty, respect, and a commitment to a positive learning environment. Adhering to the school dress code is a way for all students to honour these principles.

Student dress must maintain personal safety and the safety of the school community.

- Students are not permitted to wear articles of clothing, jewellery 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 that respects diversity and fosters a sense of belonging.
- Underwear must not be visible or exposed, including a sports bra. Shorts need to be long enough to cover burns, especially considering that students (Particularly in JR high) will be walking up and down the stairs.
- When choosing shorts, please ensure they are modest and provide appropriate coverage in a way that reflects our values.
- Shirt and bottoms must meet (no deliberate midriff exposure)

- For **safety and security** reasons, and to ensure the ability to identify individuals, either in person or through security footage, students will not wear hats, hoodies, or toques in school.
- Proper footwear during physical education is mandatory. Must wear runners/sneakers in the gymnasium and during physical activities outside.

If inappropriate choices are made on further occasions, School Administrators will follow a process of progressive discipline to ensure a safe and caring environment at FLCS that upholds the dignity of each person as a beloved person of God.

MAIN OFFICE TELEPHONE USE

Use of the telephone in the office at school is more than welcome to access the office phone, but we ask them to check in with the office staff before use.

Students and parents are asked to make arrangements for rides, lunches, etc., before school as much as possible.

Device Access and Cell Phone Use

To ensure a focused learning environment and align with the **Government of Alberta's** mandate regarding personal mobile devices and social media, STAR Catholic implemented the following guidelines. These changes are designed to minimize distractions, reduce bullying, maximize learning time, and support student mental health.

Registering Your Devices for Network Access

We're now requiring students to **register** their device's **Media Access Control (MAC)** address to access our Bring Your Own Device (BYOD) network. This helps us manage network access effectively. Instructions on how to find your device's MAC address will be provided at school.

Cell Phone Use During the School Day

Personal cell phones will not be able to connect to the STAR Catholic Wi-Fi network. This means your child's cell phone may incur data charges from your cellular provider. We strongly encourage parents to discuss this with their children to help manage or eliminate potential data charges.

The only exceptions for cell phone Wi-Fi access will be for devices used as **medical monitoring devices** or those needed to support **specialized learning needs**. Laptops and Chromebooks, however, will still be able to register for Wi-Fi access to support learning.

Our Commitment to Student Well-being

At Father Leduc Catholic School, our goal is to partner with families to support the **academic, social, and emotional well-being** of all our students. Restricting the use of personal communication devices (such as cell phones, smartwatches, and AirPods) throughout the school day is a key part of

this commitment. We believe this measured approach will create a more conducive learning environment for everyone.

Father Leduc's cell phone guidelines (applies to all personal communication devices):

- Students in Kindergarten through Grade 8 are encouraged to focus fully on their school activities by keeping cell phones, smart watches, and AirPods (or other personal communication devices) put away from the entry bell until the end of the school day. **This policy extends to all activities, including outdoor lessons, field trips, physical education, community walks, and other off-campus events during school hours.**
- All personal communication devices (Smartphones, smartwatches, AirPods) will be turned off and **stored in lockers**.
- Personal devices may not be used in classrooms or hallways, including washrooms, locker rooms, flex spaces, or gym, except under the direct supervision of a staff member (i.e. emergency).
- Students in Kindergarten to Grade 8 are not permitted to use cell phones during recess or lunch breaks.
- For our Grade 7 & 8 students, we will not be able to monitor phone use when students are off campus. However, we strongly encourage students to participate in activities that do not include phones (i.e. open gym, outdoor activities, visiting with friends, etc).
- Exceptions to these guidelines will be made for students who have medical needs or to support specialized learning needs.

Consequences for not complying with cell phone guidelines:

- **First** incident device will be brought to the office for the remainder of the day, and the student will pick up at the end of the day
- **The second** incident device will be brought to the office for the remainder of the day, and the student's parents will be required to pick it up at the end of the day.
- **Third** incident, the student, parents, and administration will meet and work collaboratively to resolve the issue. The phone will be checked in at the office in the morning and picked up at the end of the day until this meeting has taken place.

SCHOOL CHROMEBOOK RENTAL

School Chromebook rental is for students in grades 4-8. Please speak with our front office about this opportunity. Our Learning Commons will communicate about rental opportunities in August. Please watch for this email.

The cost of a rental is \$50.00 for the school year. This can be placed on a payment plan through School Cash Online. All families renting must sign a rental agreement.

Grade 4-6 rentals will stay in the student's classroom. Grade 7-8 students must pick up and drop off their Chromebooks every day in the Learning Commons.

Families are responsible for the replacement of any device that is lost or damaged due to user negligence.

ABSENCE FROM SCHOOL

Please notify the school in advance of any planned absenteeism. Unplanned absenteeism should be reported via email fcs.attendance@starcatholic.ab.ca or by a telephone call to the school by a parent or guardian. Please phone the school by 8:40 a.m. for morning absence, or 12:15 p.m. for an afternoon absence. If a child is late by more than an hour, then they will be marked absent for half a day.

As a school, we must follow our STAR Catholic School Division Absenteeism Policy 330. Our school administration will communicate and collaborate with you regarding attendance concerns, and we will work together to set your child up for success. This may include working with our school Family Support Liaison Worker, Ms. Wendy Shobe.

Please be aware that the administration must take action when milestones for absenteeism reach 10%, 15% and 20%.

This action includes a referral to the attendance officer, who will follow sections 14 and 15 of the School Act.

CHILD CHECK

From approximately 4:00 p.m. to 8:30 a.m. and on weekends, our school sites operate a recorded phone-in absence reporting line so you can let us know of your child's absence, at your convenience: Father Leduc: (780) 986-0045. Simply press "0", wait for the tone after the message, and tell us: your name, child's name, date and times of absence, and reason for absence.

STUDENT ACTIVITIES ACADEMIC AND BEHAVIOUR STANDING

(STUDENT ATHLETE, FINE ARTS, PERFORMANCE ARTS AND STUDENT LEADER)

It is a privilege to represent your school. To be eligible to play on a school team, participate in a performance or fine arts event, or sit on the student council, all participants must maintain an academic and behaviour standing.

ACADEMIC STANDARD

Students are expected to stay on top of class assignments. Incomplete or missing assignments that have not been excused by the class teacher will result in the student being placed on probation from participation. During this "probationary status," the student can attend practices or meetings but cannot play games or participate in performances or events until missing assignments are marked as "received" by the teacher.

Once missing assignments are "received," the student will resume active status and full participation.

BEHAVIOUR STANDARD

Within the school, behaviours of concern can result in a Direct Office Referral that is managed by the school administration. If this occurs, students will be placed on probation from participation for a period determined by the school administrator supporting the student. During this "probationary status," the student can attend practices or meetings but cannot play games or participate in performances or events.

SCHOOL DIVISION POLICIES

Available at: www.starcatholic.ab.ca

STUDENT ENTRY TO THE BUILDING

In keeping with School Division Policy, all students will have access to the school building at 8:20 am, unless registered for alternate programs in the school. Please ensure that students are entering by their assigned door.

INDOOR BREAK (RECESS)

School Administration will decide if an indoor break is required due to inclement weather.

WEATHER

Students will be expected to go outside for recess when the weather is deemed suitable by the school administration. Indoor recess is issued at -25 Celsius or colder or at the discretion of the school administration. Please ensure that appropriate clothing for the daily weather conditions is worn to school. Students will remain indoors for recess on days when conditions are not suitable for an outdoor break.

ACCESS TO SCHOOL PROPERTY

Parents, guests and visitors coming to Father Leduc during the school day must enter the school property through the **Main Office**.

Under no circumstances should anyone try to access a student when students are outside during break time. Parent access to their child must be done through our Main Office.

All school staff are trained to report suspicious persons and activity to ensure the safety and integrity of our school environment.

There are no exceptions to the safety of our students.

INSTRUCTIONAL PROGRAM

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

1. Core Subjects: Language Arts, Mathematics, Social Studies, Science, Religion
2. General Interest Courses: Art, Music, Fine Arts, Digital Literacy
3. Complementary Courses: Esports, Sports Appreciation, Home Economics, Science Enrichment, Robotics, etc...
4. Daily Physical Activity (DPA)
5. Pro-Social Skills

INCLUSIVE EDUCATION

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

FIELD TRIPS

Field trips enhance our curriculum. Students may be required to help cover the costs. At Father Leduc School, we collect a one-time field trip fee from all students at the beginning of the year. This fee is used for all field trips throughout the school year.

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

Please Note: It is our school policy that for any student who struggles in a non-structured environment, it is up to the teacher if the child may attend and may request that the child be accompanied by his/her parent/guardian on a field trip in order to assist with success.

ASSESSMENT

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

In elementary classes, placements are made by the administration upon the recommendation of the teacher. Special cases may involve meetings with parents, administration, teachers and the learning support facilitator.

Teachers assess students based on classroom performance and examination results, as well as effort and attitude, the components of which will be outlined for the parents by the teacher early in the school year. Student assessment for learning helps us individualize instruction. Parents who may wish to appeal final grades for their child should contact the Principal for the Appeal Procedure.

REPORTING PROCEDURES

Your PowerSchool account is your primary gateway to knowing how your student is doing within their learning. PLEASE access your child's PowerSchool on a regular basis (at least once per week). If you need support logging into PowerSchool, please call the office for assistance. Our school issues report cards for each student two times during the school year (January and June). Both of these report cards are distributed electronically (via email).

APPEAL OF MARKS

Parents who have concerns about student marks or student placements have a right to appeal these decisions to the school board and ultimately to the Minister of Education. Please contact the Principal for information about the Appeals Process.

FAMILY INTERVIEWS

Parent-teacher interviews are excellent opportunities for teachers and parents to get to know each other better, and also to provide an opportunity for parents and teachers to work together for the child's benefit. Dates for the Family Interviews are contained in the school calendar and will be provided in our weekly family update. Should the need arise, due to a student experiencing academic or social difficulty, then the involved parents and teachers may meet at a convenient time to discuss the concerns.

DISCIPLINE

Father Leduc Catholic School has embraced the Alberta Teachers' Association Safe and Caring Schools Project. The intent is to teach students respect and a sense of responsibility and to foster their ability to resolve conflicts peacefully. This approach ties in well with our Hands-off Policy and with the Gospel values Jesus taught, and which our Catholic Tradition espouses. Jesus said, "Blessed are the peacemakers for they shall be called children of God." (Matthew 5:9) We believe that Christian values and behaviours must be taught and reinforced consistently by all important adults in a child's life. Our programming and discipline policy reflects the goals and objectives of a Safe and Caring learning environment where everyone has the right to feel safe and cared for.

The staff at our school is committed to providing the best teaching and learning environment possible for our students.

We believe that appropriate behaviour should be encouraged and rewarded, while inappropriate behaviour should be discouraged and corrected. We believe that all students must behave

appropriately within the school, the classrooms and on the playground, so that everyone has an equal opportunity to learn in a safe environment.

It is also the belief of the staff that all students should be encouraged and taught to be responsible for their own actions. Consequences for behaviour should be logical and natural. The student should be helped to understand that all actions, good or bad, have natural consequences and be guided to reconciliation. We feel that we are called to live the Gospel values in response to what our loving God has done for us, and therefore, students should be encouraged to live up to these expectations.

Positive behaviour will be recognized in one or more of the following ways:

Praise and specific feedback, personal interviews, positive notes home, positive phone calls to parents, self-selected activities, special activities and/or projects, student of the Week, Lightning Acts of Kindness.

HANDS-OFF POLICY

Our school is following a "HANDS-OFF" policy on the playground and around the school, and on the way to and from school.

Each student must be in a school climate that is safe, satisfying, and productive, without disruptive behaviour by any student infringing upon the rights of others.

Fighting, intimidation, threatening, name-calling, insulting, play fighting and roughhousing will absolutely NOT be tolerated. It is the philosophy of the school that we encourage and instruct each child to be responsible for his/her own behaviour. Students are given opportunities to identify and practice resolving conflicts in a peaceful way, as Jesus did, while keeping in mind the Gospel value of forgiveness, and that the school is a learning environment. The program has an anti-bullying component.

A problem-solving strategy will be used for a student's first offence. Depending on the seriousness of the offence, parents will be informed. A problem-solving strategy will be used, and the consequence for a subsequent offence will include in-school suspension, out-of-school suspension, to a recommendation to the Superintendent for a discipline review committee.

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

SAFETY: ARRIVING/LEAVING SCHOOL BIKES, SKATEBOARDS AND SCOOTERS

Students can use bikes, skateboards and scooters to transport themselves to and from school. Students are not to use them on school property during the day and must store them appropriately. Locks are strongly recommended when storing.

EMERGENCY DRILLS

FLCS will conduct fire, hold and secure or lockdown drills. Some drills are communicated to students, and some drills are 'surprise' simulations.

Our main office will communicate with families when a drill has been conducted at school.

HOMEWORK AND STUDY

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

LEAVING SCHOOL - LUNCHTIME

Elementary and Junior High

Leaving school property is a privilege. To leave the school premises during the lunch break, students must have written parental permission.

Elementary students are expected to remain on school property for lunch. Please inform your child's teacher if your child will be walking home for lunch break.

For Junior High students to leave school property, they must have a signed permission form and must conduct themselves according to the school rules of Be Safe, Be Respectful and Be Responsible! Misconduct will result in school administrators removing this privilege immediately.

LOCKERS AND LOCKS

All students in Gr 1-8 are provided a locker to store their backpacks and outdoor clothing. Due to limited space, backpacks are to be kept in the lockers provided, along with beltbags and personal devices. Students in Grade 5-8 will be given a lock to lock up their belongings. Students are expected to use these locks and to keep their items put away. The school will not be responsible for items missing from lockers.

ASSUMPTION OF RISK

Leaving the school grounds during the lunch hour, eating period, and recess involves certain risks. Personal injury, including serious injury up to and including loss of life, may occur. By choosing to allow your child to leave the school property and school supervision, you are

accepting that your child may be exposed to risks. Please have a conversation as a family reminding your child of their on or off school privileges.

STUDENT LUNCH ORDERING

Please note that ordering lunch via "Skip the Dishes" for your child is **NOT PERMITTED**. This disrupts office operations and impacts service to students and families. We have a hot lunch program available in the school, and we encourage you to access this instead of ordering lunch off-site.

ENERGY DRINKS

Energy drinks (Such as Alani Nu, Rockstar, Monster and Red Bull, Prime, etc.) As well as pop are not to be brought to school or consumed while at school.

Health Services have actively communicated that the use of these products by children, adolescents, and young adults can be dangerous. Frequently containing high and unregulated amounts of caffeine, these drinks have been reported in association with serious adverse effects and can result in seizures, cardiac abnormalities, or changes in mood and sleep impact (reported by the Canadian Pediatric Society).

PEANUT ALLERGIES

Many children have allergies, and some allergic reactions can be life-threatening. This medical condition is called anaphylaxis. Some children, for example, are severely allergic to nut products, including peanut butter. Even a tiny bit can be fatal within minutes.

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

We ask all parents/guardians to send food to school without nuts or peanut products. We do, however, permit "may contain" products. Thank you for assisting us with creating a safer and more inclusive environment for all students.

ABSENCES DUE TO VACATIONS

Taking holidays during the school year will possibly compromise students' academic progress. We discourage parents from having their children miss school days due to extended holidays. However, we do understand that because of differing circumstances, this may occur in various families. Students are responsible for catching up on all missed assignments within a reasonable timeframe determined by the teacher through consultation with the student. Teachers will also not

be required to create homework ahead of time for students to take with them on vacation. With this in mind, we would encourage families to be mindful of the school year calendar.

BUS/SCHOOL CANCELLATIONS

If school is closed and/or buses will not be operating due to inclement weather, the Superintendent of Schools will notify the media with the message: "There will be no buses running and/or there will be no school in the CATHOLIC SCHOOLS in Leduc on (current day)."

Please check your local radio and television stations. STAR Catholic Schools is committed to the safety of our students and communication with our parents. In that regard, we offer the STAR Catholic Bus Status App available at the Google Play and IOS App Store. The App allows parents to keep track of the status of buses operated by STAR Catholic Schools.

Intramurals

When the school can accommodate and staff is available for safety, intramurals will be offered.

As appropriate, Intramural Coordinators will plan a variety of activities for students to participate in during the lunch period.

Interschool teams will be formed depending on student interest and availability of coaches or supervisors. Interested persons should watch for announcements of organizational meetings. Students who fail to maintain academic standards will not participate in extracurricular activities.

SCHOOL COUNCIL

All parents of students attending Father Leduc are invited to be members of the Father Leduc School Council. We urge parents to take an active role in your Council so that it will continue as the vibrant and supportive group it is.

We use the "town hall" or "assembly" model for our meetings. All members in attendance may speak to or vote on all motions. Meeting times and dates are announced in our monthly family newsletter.

Parents are welcome to attend all celebrations, team games, and special events at our school. These events will be published in the weekly family updates. Please feel free to contact the school regarding our various volunteer activities.

OUT OF SCHOOL CARE

For after-hour calls, please dial 587-873-4539. Please call the office for further information about this program.

PICKUP AND DROP OFF STUDENTS

Motorists picking up or dropping off students should do so on the designated side street labelled "Kiss'n go". Please refrain from dropping off students in front of the school, as this area is designed for our students requiring extra mobility support.

The parking lot is for STAFF PARKING ONLY and is not to be used for pickup or drop off at any time.

SCHOOL ACCESS HOURS

Our school doors open with the first warning bell each morning. We ask that parents not drop students off at the school until after outdoor and indoor supervision begins at 8:20 am. If a student arrives before that time, they will have to brave the elements until the school is open. This can be especially concerning in our colder winter months.

LIFE FRAMEWORK - GENERAL NOTICE

Catholic schools share a foundational belief that all children are loved by God, are individually unique and that the school has a mission to help each student fulfill their God-given potential in all aspects of their person: physically, academically, socially, morally and spiritually.

Catholic schools are committed to using the LIFE (Lived Inclusion For Everyone) framework as a guideline for the creation and operation of student groups that are comprehensive in their approach to inclusion and open to the exploration in a Catholic context of a variety of issues including bullying, sexual harassment, sexual orientation, gender identity, discrimination, justice, and respectful relationships and language.

Alberta legislation recognizes that parents have both the right and responsibility to make informed decisions respecting the education of their children. Please accept this as a general notice that students may be organizing LIFE Framework/Diversity clubs at the school in the future. If a LIFE Framework/Diversity club is formed, notification of the formation of the club will be sent to all parents.

ARTO and VTRA

Anytime there is communicated concern of threat-making behaviours, FLCS and STAR Catholic initiate a process called "Assessment of Risk to Others" - ARTO.

The corresponding VTRA (Violence and Threat Risk Assessment) helps schools respond quickly to incidents where students' behaviours pose a potential threat to safety or serious harm.

Our school division has formally signed off on community-based VTRA protocols that include other regional partners such as the public-school jurisdictions, the RCMP, Alberta Health Services, and

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

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

All families will receive a VTRA Fair Notice Letter from the division annually.

VAPING, SMOKING and DRUG USE

These products CANNOT be brought onto or used in any form on school property. Student behaviours of concern with the use of these products will be responded to by the administration.

As appropriate, the administration will contact the RCMP for involvement.

SEARCH AND SEIZURE

In keeping with our safe and caring school policy, the school administration may have reason to conduct searches of a student, his/her locker, or his/her belongings. Such a search may result in the seizure of substances, articles and/or objects.

A search may be conducted when a teacher or principal has reasonable and probable grounds to believe that a school rule has been violated and the evidence of the breach will be found on the student, in his/her locker or among his/her belongings.

As appropriate, the administration will contact the RCMP for involvement.

THANK YOU FOR CHOOSING FATHER LEDUC CATHOLIC SCHOOL

