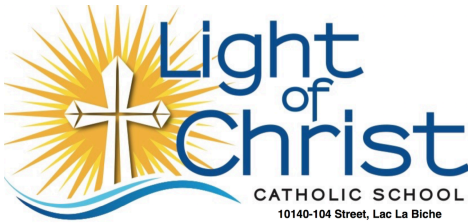
Light of Christ Catholic School
Lakeland Catholic School District 150



Student Handbook for the 2026-2027 School Year

Passion for Learning, Character for Life

Principal: Rod Kornelsen
Light of Christ Catholic School
Box 990, 10141-104 street
Lac La Biche, AB
T0A 2C0
lcc.lrcssd.ca

WELCOME

The administration and staff of Light of Christ School would like to extend a warm welcome to all of our students and their families. We believe that by creating a loving Christian environment, we will enable our students to strive to meet their full potential.

We are blessed with an exceptional staff, talented students and supportive parents. We are excited to get to know you as your family becomes part of our school community. We, the staff at Light of Christ, encourage all parents to get involved in their child's education. We believe that the best education students can receive is accomplished through continuous cooperation among the three major influences for our students: the home, the parish and the school. Throughout the year parents might be asked to help out with our hot lunch program, field trips, or simply to come and volunteer for an hour or so in their son's or daughter's classroom.

This handbook is designed to familiarize you with our school. In addition, we will communicate with you through agenda's, phone calls, email, etc. If you have any concerns over the course of the year, we invite you to contact your child's homeroom and subject teachers. Our school administrators are also always available for further assistance regarding your child's progress or information about the school.
Please read this booklet and use it as a guide for future reference.

Sincerely,

Mr. Rod Kornelsen
Principal

LIGHT OF CHRIST SCHOOL MISSION STATEMENT

Light of Christ Catholic School will provide meaningful learning experiences to educate the whole child and ensure the development of respectful citizens that model Catholic Christian values and contribute to a better world.

LIGHT OF CHRIST SCHOOL MOTTO

Passion for Learning, Character for Life.

SCHOOL PHILOSOPHY

Education is a process whereby students acquire and extend their knowledge, understanding, and skill in order to be spiritually fulfilled, intellectually able, socially adept, morally aware, emotionally secure and physically fit. The staff of Light of Christ School is dedicated to developing a safe, effective learning environment which:

- ★ Supports and nourishes the building of a caring community centered in Christ, with dignity for all.
- ★ Encourages each learner to explore and develop a relationship with God, by integrating Christianity into all activities and by promoting a sacramental life.
- ★ Challenges all learners to strive towards their highest learning potential.
- ★ Encourages effective partnerships among educators, learners, and parents.
- ★ Fosters development of self-esteem, self-control and personal responsibility.
- ★ Nurtures learner creativity, safe risk-taking, reflection, and joy towards lifelong learning.
- ★ Facilitates the development of a broad repertoire of strategies and problem-solving abilities.
- ★ Incorporates the element of joy and celebration into the learning process.

Faith in Education

"The Catholic school finds its true justification in the mission of the Church. It is based on an educational philosophy in which faith, culture and life are brought into harmony."

This educational philosophy is the foundation of our work in Lakeland Catholic Schools. We celebrate our Catholic identity through our religion programs, prayer, and liturgical celebrations, but more importantly, our faith permeates all that we do. In our Catholic schools, all students participate in Religious Education programs and the Alberta Education curriculum is implemented within an overall religious perspective. The Gospel values permeate all dimensions of the learning process, and this influences the way we view the world and each other as we seek to find God in all things. “There is in fact no delineation between religious and non-religious learning in a Catholic school. Instead, teachers focus on integrating the faith dimension into every subject area.”

Our district and schools have adopted three major virtues: Faith, Hope and Love. These are manifested through the following themes, which define our Catholic identity and the faith dimension that permeates all learning: mystery, wonder and awe; dignity of work and service; preferential option for the poor; justice; peace; community and common good; stewardship for Creation; dignity of the human person; human rights and responsibilities.

One way our district lives its call to respect the dignity of every human person is to be inclusive of diverse peoples and perspectives. We welcome families and students of different faiths and religions who choose our schools because they have come to appreciate our Christ-centered environment and religious dimensions, which permeates and enhances all instruction.

Student Timetable (Kindergarten to Grade 12)

8:20	8:30	Students are welcome to go to their classes. Students arriving before 8:20 will report to the foyer. Before and After school care is available for a fee for parents needing to drop off children early or pick them up later.
8:30	8:35	Community Time – Announcements, Morning Prayer, Virtue of the month and O Canada
8:30	9:15	Period 1
9:15	10:00	Period 2
10:00	10:10	Snack
10:10	10:40	Period 3
10:40	11:10	Period 4
11:10	11:30	Recess(all outside)
11:30	11:50	Lunch (K-6 in classrooms, 7-12 cafeteria)
11:50	12:20	Period 5
12:20	12:50	Period 6
12:50	1:20	Period 7
1:20	1:40	Recess (15) & Snack(5)
1:40	2:10	Period 8
2:10	2:40	Period 9
2:40	3:15	Period 10
3:15		Dismissal

*** Students may take the bus, walk home or attend After School Care. Please see the front office for Before & After School Care Fees. Early dismissal and No School Friday care are also available.

Transportation

Bussing is available at no cost to all students within our bussing boundaries. Please contact the Transportation Department to see if you reside within these boundaries. Students must be registered on a bus before they are allowed to ride on that specific bus for insurance purposes. Please register an alternate route should you require it consistently. All students are required to be at their bus stop 5 minutes prior to their pickup time in order to ensure that the bus is not delayed. Parents of Kindergarten students will have an additional form to sign and return.

Transportation code of conduct

While on the school bus, students are expected to display behaviours and choices that continue to mirror the school Code of Conduct and ensure safety for all.

Students are expected to sit in their seats properly, use a low voice when speaking, follow the directives of the bus driver so that safe operation of the bus is ensured. Students will not be allowed to eat or drink on the bus due to choking hazards and littering.
Should the driver have a concern with any of the above mentioned requirements, the following process will be followed.

1. Bus Driver will submit a School Bus Misconduct form to the school
2. The school will investigate the situation
3. Parents will be notified of any concerns and next steps

Entrance/Exit door

We ask that students please enter or exit the school using the main entrance unless riding the bus after school. All students that are pick-up or walking home after school will meet in the foyer and be dismissed from this location.

School Parking Lot

In the interest of safety, the school parking lot is OUT OF BOUNDS at all times for children during the day. Parents dropping off or picking up students must do so at the front office. Please do not park in the bus lanes (South entrance in the a.m. and p.m.).

Attendance

Attendance is crucial to your child's education. Should your child be ill or have an appointment, the school would like to receive a phone call before 9:45 a.m. The school phone number is 780-623-3667. An automated system will be used at 10 a.m. to verify absences. Should attendance become an issue the principal shall refer to Section 14 of the School Act.
Students who are late must enter through the front doors and get a late-slip at the front office before proceeding to class.

DIVISION ATTENDANCE POLICY

Regular attendance is vital to the academic success of our students. To that end, it is important that home and school work together in supporting students in regular attendance. **If a student is absent from school, it is the responsibility of the parent/guardian to report the absence to the school prior to 9:45 a.m.** From the information supplied by the parent, the school will decide whether the absence is excused or unexcused.

A STUDENT'S ABSENCE IS EXCUSED IN THE CASE OF:

Illness – A student is too sick to attend school or he/she is contagious.

Unavoidable Cause – Students who may be unable to attend school as a result of one of the following reasons: medical appointment, specialist visit, court appearance, accident, death or serious illness in the family, or other to be discussed with administration.

AN ABSENCE IS <u>UNEXCUSED</u> IN THE CASE OF:

No Acceptable Reason – Student excused by a parent and no legitimate reason is provided.

Truancy – Student is away without parental permission.

If a student is going to miss school for a period of time such as a vacation, we ask the parents to provide notification to the school. Students are responsible for the work they miss. By informing the school of your child's absence, parents/guardians go a long way in helping their child achieve academic success. Your support in taking an active role in your child's attendance is greatly appreciated. If you have any questions about your child's attendance or the District Attendance Policy, please feel free to contact the office at 780-623-3667.

Permission to Leave the School

Students who leave the building during school hours for reasons of illness, dental appointments, etc., must be signed out. Students who are over the age of 12, may have a parent/guardian contact the school before he/she is given permission to leave. Please contact the school, in advance, whenever your child must leave for an appointment. **Parents must provide the school with current phone numbers and emergency contact names and phone numbers.** In case of serious injury or illness, the school may request Emergency Medical Services.

Visitors to the School

Parents and involved community members are welcome at Light of Christ School. We appreciate all volunteers as they take time out of their busy day to come support our students and teachers. We ask that all **visitors to the school enter by the front doors, and register at the Main Office before proceeding into the school.** This ensures a learning environment that is safe for all students. Our office staff is always happy to assist with each inquiry. For the safety and protection of all students, all outside doors, except for the front doors, will be kept locked for the school day.

<u>Also, please note that:</u>

Students from other schools are not allowed access to Light of Christ Catholic School during the instructional day, unless they are part of an authorized program.

Recess

All elementary students are expected to go outside for recess. The school often receives requests that a child be permitted to stay inside during these times due to ill health. While acknowledging that at times there may be special circumstances, we discourage granting these requests as a student who is too ill to be outside should be at home recovering.

When weather conditions are severe, all students will be allowed to stay indoors. District policy in cold weather is to keep students indoors when it is -25˚c or below.

Enhanced Lunch Program

A supervised lunch period is provided for all students and is available in the lunch cooler in the cafeteria. Our Enhanced lunch program will provide sandwiches, fruit, cheese, yogurt and milk for students on a daily basis.

Open/Closed Campus

ALL K-9 students must remain on the school grounds for lunch as it is a closed campus. Students in grades 10-12 do have an open campus, however, the school requires a written note from parents to inform school staff that their child is allowed to leave school property during school hours. Students will not be allowed to leave unless we have received a written consent from their parent/caregiver. Should a student be consistently late while returning to class, their Off-Campus privileges will be revoked for 2 weeks before being considered for another parent note.

PAC Hot Lunch Program

The Parent Advisory Council or individual grade groups will provide hot lunch items in order to raise money for PAC and school field trips. The organizing PAC or staff member will organize the lunch program and send out details in a newsletter. Please follow the instructions on the forms provided to order and return them to your child's teacher. The Hot Lunch program will start the first week of October.

Parent Communication

All teachers are expected to have a method of communication that allows for parents to have daily communication with the teacher. (Agenda, Remind App, etc) Parents are encouraged to review this communication regularly to familiarize themselves with their child's activities. The school would also like parents to use the Safe Arrival App to indicate a change in attendance. If in doubt please contact the school directly: 780-623-3667. Please take the time to be in contact with your child's teacher on a regular basis, not only during Parent Teacher Interviews. All teachers can be contacted by email or by phone at the school.

Parent Portal in Powerschool (Grade 7-12)

Parents are encouraged to check the parent portal regularly to monitor their child's progress in each academic subject. Teachers will input marks on a weekly basis to update parents and students.

Lockers

All students are assigned lockers at the school. **Students are responsible for the security of their own lockers.**

Grade 7-12= Students can pay $10 to have access to a lock for their locker. **DO NOT share your combination with anyone.**

Valuables should not be brought to school or kept in lockers. **The school will not be responsible for lost or stolen items.**

Personal Items

Students **<u>are discouraged</u>** from bringing personal items of significant value to school. This includes phones, iPods, speakers, personal gaming devices, other electronic devices, jewellery, or toys that are not directly related to their schoolwork. In addition to being distractions and/or hazards, the security of these items cannot be guaranteed. Please be aware that the school will take no responsibility for their safekeeping.

Please have personal items, such as clothing and shoes, marked with the student's name. These items do get misplaced and can be retrieved from the Lost and Found boxes located in the foyer. Students and parents are encouraged to look through these boxes, as every year valuable articles are left unclaimed. During the week before interviews all lost articles will be displayed in the main foyer for student/parent viewing. All remaining articles are then donated to a worthwhile organization.

STUDENT CODE OF CONDUCT

1. **Acceptable behaviours:**
   All district schools have established Catholic Community of Caring programs that focus on building respectful and caring school environments, rooted in Catholic values. Catholic Communities of Caring programs align with the School Act's requirement to provide welcoming, caring, respectful and safe learning environments. Within our schools, we are building communities that are inclusive and celebrate respect for one another, community and diversity.
   This includes placing a strong value on:
   - Respecting all others, regardless of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
   - Respecting the school and district property, as well as the property of others.
   - Respecting yourself and the rights of others in the school.
   - Making sure your conduct contributes to a welcoming, caring, respectful and safe learning environment in the school that respects the diversity and fosters a sense of belonging of others in your school.
   - Acting in ways that honour and appropriately represent you and your school.
   - Attending school regularly and punctually.
   - Being ready to learn and actively engage in and diligently pursue your education.
   - Knowing and complying with the rules of your school.

- Cooperating with all school staff.
- Being accountable for your behaviour to your teachers and other school staff.
- Contribute positively to your school and community.

2. **Unacceptable behaviours:**
   Behaviours that do not support the Community of Caring program, and therefore interfere with the establishment of welcoming, caring, respectful and safe learning environments are considered unacceptable. These include, but are not limited to:
   - Behaviours that interfere with the learning of others and/or the school environment, or that create unsafe conditions;
   - Acts of harassment or intimidation;
   - Retribution against any person in the school who has intervened to prevent or report any other incident or safety concern;
   - Breaches of digital on-line safety;
   - Inappropriate use of mobile devices;
   - Inappropriate student dress;
   - Physical violence or threats;
   - Personal or sexual harassment;
   - Illegal activity such as:
     - gang activity;
     - possession or use of weapons;
     - possession, use or distribution of illegal or restricted substances (including drugs, alcohol, tobacco, or e-cigarette products);
     - theft or damage to property.

   As outlined in Alberta's School Act, students can be held accountable for conduct that occurs outside of the school building or school day and electronically (e.g. social media), if the conduct negatively affects a member of the school or interferes with the school environment.

Student Conduct and Discipline

Discipline is handled on an individual basis in consultation with the home. If a student's conduct is injurious to the safety and well-being of other students and or staff, or interferes with the delivery of instruction, a student may be suspended.

Cell Phone Usage

At Light of Christ School we recognize advances in technology are inevitable and cell phones make student/parent contact much easier. Students are encouraged to leave their cell phones at home. Technology is provided for classroom activities and each classroom has a phone should the need for emergency communication arise. Should they choose to bring a phone to school, the phone is not allowed in the classroom, based on Ministerial Order #014/2024. This includes having the phone in class with the ringer off, using the cell phone to check the time, or receiving or sending text messages in class.

Students are allowed their cell phones before classes start, on breaks and at lunch. During class time they are to put their cell phones away in their lockers or in a secure area provided by the teachers. **Students are not to have their cell phones out while in the classroom – NO EXCEPTIONS!**

Any student who has their cell phone out during class time, after being reminded to put it away, will have their cell phone confiscated until the end of the day for a first offence. They may then pick their cell phone up from the office at 3:15 pm.
For a second offence, students are required to have a parent come and pick up their cell phone for them. **Phone calls from parents saying it is ok to give the child back their cell phone will not be accepted.** A parent must come in and pick up the cell phone on their child's behalf.

Use of School Office Phones

Students may use the office phone for emergencies with permission from their teacher. Please ensure that all after school arrangements have been made prior to sending your child to school that day. Students will not be allowed to call home to get permission to change plans with their friends. Exceptions are made for emergencies and illness.

Field Trips

Field trips are a part of the curricular offerings of the school. At time of registration a parent field trip authorization form was signed for all walking trips within 1 km of the school. An additional parental consent form will need to be signed and filled out for each field trip. This form must be returned in order for students to participate in a field trip. In some instances, parents are asked to contribute a fee to cover some of the costs (bussing, entrance fee, etc.).
****All parents volunteering must fill out a District Volunteer Form and provide a criminal record, available at the office.****

Student Dress

The purpose of the Light of Christ Catholic School Dress and Appearance code is to provide a positive and safe learning environment that will reflect our virtues of decency, modesty and respect. Students' dress and appearance shall be appropriate for educational activities and not cause a disruption to the educational process.

The Dress and Appearance Code states, but is not limited to the following:

1. Outerwear (i.e. coats, jackets etc.) sunglasses, **hats or headgear** shall be left in lockers.
2. Emblems, printing/writing on attire shall be in harmony with Catholic values and beliefs.
3. Shorts and skirts shall be in good repair and of appropriate length. They must be no shorter than three inches above the top of the knee.
4. Appropriate footwear shall be worn at all times.

Clothing, jewellery, piercings, or accessories which create a safety or health

concern, or cause, or threaten to cause, disruption to the educational process, are prohibited.

Specifically, the following are prohibited:

1. Midriff shirts, halter tops, spaghetti straps.
2. Garments revealing bare back, low necklines, or those made of sheer or fishnet fabrics.
3. Clothing or accessories that depict or symbolize alcohol, drugs, violence, gang associations, or inappropriate language/messages.

Students not complying with the Dress and Appearance Code will be asked to change into more appropriate attire. It will be viewed as defiant behaviour if the student repeatedly violates the Dress and Appearance Code.
Parents will be notified if a students' clothing is deemed inappropriate.

During **inclement weather**, please ensure that students are dressed appropriately to go outdoors for recess. Except for the very coldest days (temperatures below -25˚c), students are expected to be outside for all grade levels.

Physical Education Program

Physical education is a mandated subject and all students are required to participate unless formally excused for medical or disability reasons. **If a student is not able to participate in more than three regular classes, a medical certificate may be required.** This doctor's note must identify the type of activity that must be avoided and the time period during which the student is excused from class participation. Students must have **NON MARKING** running shoes and a change of clothes (grade 7-12) for physical education classes.

School Supplies

All students at Light of Christ School are expected to go to class ready to learn. This means that the students are required to have the necessary school supplies available. A grade-specific school supply list may be picked up from the school office or downloaded from the school's website or Facebook page. Should you require assistance in providing these supplies, please contact the school office.

Library/Learning Commons

All classes, Preschool to Grade 6, have regularly scheduled library periods and borrow books on a weekly basis. Grades 7-12 will visit the library when their classes permit. Students are taught library skills so that they can enjoy maximum use of the Learning Commons. Should any books or library materials be lost or damaged, students will be expected to reimburse the school.

Computer Use Agreement - Technology

Light of Christ School holds the use of technology in high regard and is equipped with Chrome books and iPads. Kindergarten, Grade 1 and Grade 2 students will have access to iPads. Students from grades 3 and up will have access to a Chromebook. These devices will be assigned to students at the start of the year and students will use the same device throughout the year. All students will be taught how to surf the net safely, students will also be taught what to do if they should accidentally fall on an inappropriate site. Students and parents must sign and abide by the conditions outlined on the Internet User Form before they are allowed to access this resource. Digital citizenship will be enforced throughout the year. Devices are not to be used during snack time or lunch time. Many devices are damaged by food and drinks.

Family Outreach Worker

Light of Christ has a Family Outreach Worker. Our FOW will be available throughout the school day to aid any student that requires it. They will focus on both individual sessions as well as group counselling sessions. Parental consent is required in order to have your child meet with our FOW.

Parent Advisory Council/Parent Fundraising Society

All parents are members of PAC. Their main purpose is to provide support for the school's goals and to represent parents in matters pertaining to education. Meetings are scheduled once every month. Please watch the newsletter for updates or changes. All interested parents are invited to participate. If you have a concern or question and cannot attend a meeting, please drop it off at the office and it will be brought to council. The committee is made up of parents, administration and staff members. The School Council will follow the guidelines and regulations established by Alberta Education. We wish to encourage parents to become part of these parent meetings and have a voice in the discussions that focus on achieving our vision.

Student Support

Light of Christ School has resources to assist all of our students. If your child is in need of additional support, please speak to his/her teacher. Accommodations and modifications can be made within the classroom in order to meet every students' current needs. Light of Christ has a Classroom Support Teachers that will assist your child's teacher in determining their current needs. Some of the services that are available are; Speech and Language Therapy, Occupational Therapy, Mental Health, Academic Supports, English Language Learning supports, etc.

Newsletter

The school publishes a monthly newsletter. It is available on the school website lcc.lrcssd.ca and available through the office. The newsletter will also be emailed and sent out through PowerSchool. This newsletter will highlight upcoming activities and other important notices. We suggest you keep the newsletter in an accessible place so you can refer to it when needed.