

Legal School

Home of the Titans



Parent/Student Handbook 2025-2026

This agenda belongs to:

Name: _____ **Grade:** _____

Legal School
Box 120 5122-46 Street Legal, AB
Telephone: (780) 961-3791 www.ls.gsacrd.ab.ca

Mission

Legal School is a Christ-centered community committed to nurturing lifelong learners, leaders, and global citizens while instilling virtues in the lives of our students.

Administrator's Message:

Welcome to Legal School! We are happy that you have chosen our school. Legal is a welcoming learning community where each student is a precious gift from God. We are honoured and excited to be able to learn and grow with your children. At Legal School, our staff have high expectations for student learning and work individually and collaboratively to create an atmosphere which promotes student success and lifelong learning. A strong partnership with our parent community plays a vital role in the success of our students.

Legal School is an exciting place to be! The staff pride themselves on knowing each student and taking responsibility for the learning and behaviour of all students, regardless of age or grade. Staff are committed to placing student needs first, fostering strong parent partnerships, and providing enriched learning environments, all promoting creative and imaginative learners. We are confident that your child will experience a rich and rewarding education at our school.

Please review the following information and policies with your child and contact us with questions or concerns. You may also check out our school's website for more information or follow us on Facebook and Instagram for daily posts about our activities at Legal School.

Sheri Crowston
Principal

Laura Tymchuk
Vice Principal

Legal School Bell Schedule

8:23 - First Bell

2:56 - Last Bell

*Students are expected to be seated at 8:30 a.m. for morning prayer, attendance, and announcements.

School/Office Hours

Office hours are from 8:00 a.m. to 3:30 p.m., and phones will be answered during these times. The school day begins at 8:26 a.m. and ends at 2:56 p.m. Students should arrive at the school by 8:23 a.m. to be in class for 8:30 a.m. when announcements start. Punctuality is an important habit, and we encourage all parents to assist our students in developing this important skill.

Dynamic Options:

All students in grades 4-9 take Dynamic Options twice weekly on Mondays and Wednesdays in blocks 7 and 8. Dynamic Options (outside the Sports programs, either Hockey or Recreation Programs) change approximately every term.

Junior High Option Schedule

Our Junior High students take option classes each trimester in addition to their Dynamic Options. On Thursday afternoons, our Legal School Titans' sports teams participate in Interschool Athletics, and the remainder of our students stay at the school and continue their classes. Team members are still responsible for missed work.

SCHOOL PROCEDURES

School Fees

The school website has a fee schedule (click [here](#) to access it) listing all eligible fees and maximum amounts approved by the Board of Trustees in April. School fees will be posted by the end of September and are expected to be paid within a month. Additional fees for optional courses, field trips, and team activities will be posted to the PowerSchool Parent Portal as they arise throughout the school year. These fees must be paid promptly so students can participate in the activities.

Morning Prayer

In keeping with our Catholic school philosophy, we begin our day with a prayer, and we sing/listen to O'Canada on the first day of the week. These shared prayer and reflection moments unite us as a family and provide a special start to our school day.

Arrival and Attendance at School:

We ask students who do not take the bus not to arrive before 8:15 a.m. Please find appropriate childcare if your child needs supervision between when you leave for work and 8:15 a.m. Playground supervision begins on the playground at 8:15 a.m.

At Legal School, we operate a School Attendance Check Program designed for the safety of all students and to ensure that all students are accounted for each day. If your child will be absent, please enter the absence on our Safe Arrivals system, which can be accessed by downloading our Greater St. Albert Catholic School app.

Students arriving after the morning or afternoon periods attendance must report to the office upon arrival to check in and obtain a late slip.

After school dismissal:

Unless a student is involved in an after-school activity or event, the student is expected to leave the school immediately after the dismissal bell. There is no outside supervision after the 3:06 bus departure.

Illness:

Children too ill to go outside during recess are too ill to be at school. Sick children who are unable to function well at school may infect other children and will recuperate more quickly at home. Please keep your child at home if he/she is sick.

Students leaving the school must:

1. Contact the parent/guardian using the phone in the office.
2. Office personnel must speak to either parent/guardian.

Absences/Lates:

The school monitors frequent lateness or absences. If a student is unexpectedly absent or late, the parent/guardian will be contacted, and the school will work with the family to address the situation. Regular and punctual attendance can be a key factor in a student's academic success and overall achievement.

Entrances and Exits:

Our entrances and exits are assigned to specific grades to alleviate congestion during arrival and dismissal times. Students use their designated entrance when arriving and leaving the school. Their outer footwear will be stored at this entrance. Parents should ensure that their children use the appropriate door when they drop them off at school and refrain from using the front door unless students arrive after the first bell.

All exterior doors are locked at all times. Students arriving late should enter through the front door and pick up a late slip at the front office for entry to class. To ensure all safety, all visitors/parents must report to the school office and use the doorbell outside the front door to be let into the school.

Safe Access for Students on Arrival and Departure at School:

We ask parents to join us in being diligent about student safety when bringing children to and from school. Please note the areas with designated 'school zones' beside and in front of the school. Do not drop your child off in the bus drop-off zones. Please do not park in the staff parking lot to drop your child off, as this can be a safety risk to our students.

We ask that parents model the legal manner to crossroads by using the crosswalk with their children and not crossing the street between the buses or directly in front of the first bus. Please allow adequate space for the bus driver to see you.

Students Leaving School Premises During the Day:

Student safety is a prime concern for us. Therefore, we ask that students only leave school premises during the day with written permission or a phone call from parents.

Students are expected to behave appropriately during lunchtime to have a pleasant and safe environment. A paid adult lunch hour supervisor monitors hallways and students, with a staff member on call. In addition, in the grades one, two and three classes, grade five and six students assist as lunchtime monitors, helping children and reminding them of appropriate lunchtime behaviour. Students are expected to follow lunchtime expectations so that all may enjoy their break.

Absentee Student Guidelines:

Legal School believes that missing schoolwork when absent is the student's responsibility. Absent students are expected to contact their teachers via email, phone, or in person. Our website can be found at:

www.ls.gsacrd.ab.ca

Possible Solutions for keeping up with schoolwork include:

- Students can arrange for a classmate/sibling to get assignments and/or homework from the teacher.
- Students with incomplete work due to an absence may be pulled from option classes to complete it.

Advance Homework Request for Extended Absences:

Parents/Guardians are asked to enter any planned absences into Safe Arrivals as early as possible when they know their child will be away due to a vacation. Students must make arrangements with their teachers if they request homework.

Please note that extended absences due to trips or family vacations may impact student learning. As these absences are initiated by parental choice, it is up to the professional discretion of the classroom teacher to determine the level of support and accommodations provided. Teachers are not expected to offer individualized instruction or tutoring for missed content. Homework and assignments may be shared through teacher websites, Google Classroom, or in print to help students stay connected during their time away.

Home and School Communication:

We value communication between home and school as a foundation for providing an excellent school experience for our students. To facilitate this communication, we invite you to attend various events during the school year. At the beginning of the school year, we host a Meet the Staff evening and invite all parents and families to come out.

Legal School sends out a digital Monthly Newsletter at the beginning of each month to keep you informed. You will also receive the WAAG (Week at a Glance), which includes weekly reminders for upcoming events.

Communication about student progress is informal and formal. Parents and teachers are asked to inform each other about anything that may affect student progress and achievement. Parent-teacher conferences will be scheduled in the fall during Term 1 and early spring during Term 2.

School Council meets monthly (except in December and June). These meetings provide the opportunity to hear about our school in detail. All parents are welcome to attend our School Council meetings.

Parents are provided access to create PowerSchool Parent Portal accounts. PowerSchool accounts offer the ability to monitor students' academic progress and attendance and manage school fees. Teachers will endeavour to keep their gradebooks updated in a timely manner. Parents will see that some assignments will be marked 'formative,' which indicates that students are practicing the skill or concept in preparation for a final or 'summative' assessment. Summative assessments indicate how well the student has grasped the ideas at the end of the unit or when specific skills are being evaluated.

Contacting Staff:

If you have concerns, email your child's teacher(s) using the CONTACT tab on the Legal School website. You can also email them directly using the following format for email addresses: first initial last name@gsacrd.ab.ca (For example, *scrowston@gsacrd.ab.ca*)

You can also call the school at 780-961-3791 during lunch or after school. Parents may leave a message at the office, and teachers will be pleased to return the call as soon as possible.

Report Cards:

The report card is in digital format and can be accessed on the PowerSchool Parent Portal. It is part of GSACRD's ongoing assessment. Many teachers send home assignments, notes, emails, or phone calls to communicate students' progress. End-of-year report cards are uploaded to the PowerSchool Parent Portal at the end of June.

Parent Concerns:

Legal School believes that all conflicts can be resolved with effective communication. Students, parents, and staff must follow procedures to ensure everyone can voice their concerns. Should parents/guardians be concerned with general school activities, they must contact the school administration. If the concern is with a teacher, the following procedure is in place:

- Speak directly with your child's teacher. If unresolved, then:
- Approach the administrators for a meeting between all parties involved. If unresolved, then:
- The matter can then be taken to the Superintendent with a final appeal to the School Board Trustees.

Positive Behaviour supports at Legal School:

Legal School strives to provide a safe, nurturing, engaging learning environment that recognizes each student and staff member's unique gifts and inherent value. As a Catholic school, our philosophy of discipline reflects Gospel values. This means that we will treat members of our school family as Jesus did and believe in the principle of reconciliation.

The staff of Legal School is proactive in establishing a behaviour plan that aligns with the District's value and

belief statements. We understand that a school-wide approach to positive behaviour (as outlined in "Supporting Positive Behaviour in Alberta Schools and the 40 Developmental Assets framework) is strongly supported by research to increase student achievement and provide students with a sense of well-being and confidence. The plan uses effective instructional strategies, consistent logical consequences, and positive reinforcement to teach students the skills and behaviours necessary to succeed now and in the future.

We have chosen the acronym "**SPRR To Success**" as a framework to use with the students when talking about and teaching the behavioural expectations:

S Be Safe
P Be Proud
R Be Responsible
R for Respectful

A school-wide approach to positive behaviour effectively promotes a safe, caring and predictable environment for learning and teaching. The behavioural expectations will be consistently and clearly communicated to students throughout the year. To reinforce these expectations, staff will create opportunities to teach positive behaviours in a class, small group or individual basis. By embracing, modelling and teaching core values, we can make a school climate in which behavioural expectations are a natural extension of a belief in treating each other fairly and respectfully.

A positive behaviour approach provides reinforcement and rewards when students meet behavioural expectations; however, when negative behaviours occur, fair and predictable consequences will result. Examples of corrective consequences are corrective feedback, participating in self-reflection activities, communicating with parents, removing or withdrawing preferred activities, making restitution, problem-solving sessions, and office referrals.

Communication between home and school is an essential component of any behaviour approach. Please look for any related information that will be shared in newsletters, parent council and assemblies.

Electronic Devices:

Technology is integrated into all curriculum areas. We encourage students in grades 4-9 to bring a "Robust Device" such as a laptop, Chromebook, or tablet to school. Computers are available to help students achieve specific technology outcomes and complete assignments. GSACRD provides a robust wireless network that students may access. Students are expected to comply with the Appropriate Use Agreement found in the registration package.

Using Personal Electronic Devices:

Our school policy is based on the foundations of GSACRD's Responsible Use Agreement, [Administrative Procedure 325—Student Use of Personal Mobile Devices and Social Media](#), and FOIP policy, which must be signed by all students and parents/guardians in Greater St. Albert Catholic Schools. Our goal is to support and inform students and parents/guardians about the expectations and responsibilities that come with digital citizenship at Legal School.

Students who demonstrate ethical and responsible use of technology:

- keep their GSACRD login IDs and passwords confidential;
- password-protect their personal devices;
- ensure the security and safety of their own electronic devices;
- ensure the security and safety of school-owned electronic devices;
- use & manage devices in a lawful manner;

- manage the content contained on their personal electronic devices;
- ensure that they access acceptable materials for educational purposes;
- respect and abide by copyright laws (text, photos, music, video, etc.);
- ensure that their personal device does not disrupt the learning of others;
- maintain one's own device, such as having it fully charged & functional.

Misuses that disrupt learning and/or contravenes Legal School/District policy include but are not limited to the following:

- using audio and/or video devices to record others without permission;
- using audio and/or video devices in inappropriate settings such as locker rooms and washrooms;
- using an electronic device to intimidate, threaten and/or slander others (cyberbullying);
- sharing district IDs and passwords
- using devices during instructional time for non-instructional purposes
- using devices to cheat on assignments and/or tests;
- downloading, viewing and/or sharing inappropriate and/or offensive content;
- trying to bypass the district security filtering system;
- posting/sending pictures, videos or audio recordings taken at school on social media or personal sites.

In-Class Personal Mobile Device Procedures:

Cell phones (personal mobile devices) are not permitted to be used by elementary students in the school and on school grounds for the duration of the school day during school hours. Junior High students cannot use their handheld personal mobile devices during class. Students found using their phones in class or during instructional periods will be asked to hand them over to a teacher or the administration. Parents will be notified, and students will be expected to keep their phones at home or turn them in at the office each morning for the remainder of the week. Students found misusing their smartwatches will be asked to turn them off or leave them at home.

Expectations for Students Around Personal Mobile Devices:

Cellphones must be kept silent and may not be worn on the student's body. Personal devices must be kept in the student's locker or designated space provided by the teacher (door pouch or bin) during instructional time.

Smartwatches are not to be used to connect to the internet or to communicate with others during class time, and notifications should be turned off to eliminate distractions. Tablets and laptops will continue to be used as instructional tools under the teacher's direction. Students are welcome to bring them to class as they have in the past.

If students breach these expectations, parents/guardians will be notified. Students are expected to comply with the request to surrender the phone; otherwise, the behaviour will be deemed non-compliance, and further disciplinary action will result. The device will be labelled and stored in a secure location.

Students will work in Google Drive and are expected to follow Internet safety precautions and participate in regular digital citizenship activities throughout the school year.

Devices must be fully powered before being used at school to avoid time loss, management issues, and overloading electrical outlets. No technical support will be given to resolve a technical issue with a personally owned device.

Legal School is not responsible for the loss, theft or damage of student-owned devices.

Students who do not meet expectations or responsibly use the technology can be subject to loss of privilege, confiscation, suspension/expulsion. Where necessary, the RCMP can and will be contacted.

SCHOOL PROGRAMS

Athletics/Sports Teams

School teams exist in many athletic areas. Students are encouraged to try out for the teams and develop their athletic skills through practice and game opportunities. Junior High teams compete against other Junior High Schools in the Sturgeon area. Travelling to different schools is required in team sports. Families are expected to cover the costs of this extracurricular opportunity. All basic school fees and team fees must be paid before joining a school team.

Parent School Council:

Parent School Council is held once a month. Joining the School Council is an excellent way to have input into your child's education. All parents are invited to participate. By enrolling your child at Legal School, you are already a parent council member. Watch the fall school newsletter for more information.

Religion and Citizenship Classes:

Legal School is part of the Greater St. Albert Catholic School District, and as such, students who identify as Catholic must take Religion classes. Students who do not identify as Catholic are welcome to enroll in Religion classes, and many choose this option. If your child does not identify as Catholic and does not want to enroll in Religion class, they will take Citizenship classes instead. In Citizenship, students learn the same values and principles as in Religion class but without theological bias.

Field Trips:

Some excursions are arranged to enhance student learning through first-hand experience and are always related or linked to the curriculum. The number and types of field trips vary yearly, and individual permission forms are sent to inform and obtain permission for your child to attend. These are privileges, and behaviour and performance are used to determine attendance. All basic school fees must be paid before attending field trips.

SCHOOL SERVICES

Lost and Found:

Students should ensure that all their personal belongings are marked and locked up. We have many lost and found boxes throughout the school. Students should immediately search for missing articles, as this box is emptied periodically. Lost textbooks and notebooks are brought to the office. Watches, glasses, keys or jewelry items may be claimed at the front office. We will make every effort to assist students in recovering lost articles. Students who bring valuables to school should ensure the object's safety by bringing it to the office or giving it to the classroom teacher for safe daily storage. Legal School is not liable for any lost/stolen items.

Library/Learning Commons:

The library, or Learning Commons at Legal School, regularly updates its resources. All students have scheduled library blocks where they are assisted with book selection or spend time working on different tasks. These tasks challenge students to use the various competencies outlined by Alberta Education to solve problems and complete the task. Internet access is available for students authorized to use it. Students can access e-books through a program called "Overdrive." It requires parental permission for the student to use.

Textbook Rental:

The textbook rental system provides the necessary texts for all grades. The library signs out all junior high textbooks. All textbooks will be handed out in good condition. If a book requires rebinding, the cost will be \$10.00 per book. Lost or misused texts will be billed to the parent/guardian.

Transportation:

Students in Kindergarten outside the walk boundary and all rural students are provided with transportation. Students are required to carry their bus pass with them at all times. Passenger regulations require that they remain seated and refrain from acting in any way that distracts the bus driver. The school administration may suspend students involved in incidents on school buses. Students are not permitted to ride on an alternate bus unless parents have officially requested the Division Transportation Dept. (780) 459-7711. Legal School staff cannot provide permission for this, and bus drivers will only transport children who are officially registered on their route if the Division Transportation Department notifies them. Questions regarding fees and bus routes may be directed to the transportation department through the parent portal or at (780) 459-7711. Bike racks are found at the school entrance and along the fence at the Division 1 doors. We ask that bikes be locked up.

NOTE: Any student who does not use the transportation provided by the school for a field trip or sporting event must have a "DECLINE SCHOOL TRANSPORTATION" form filled out and signed by the parent or guardian before the school trip. (Ex: A parent picks up a child from a field trip/sporting event.) This form is available through the school office. Any student who a different parent is transporting than their parent or legal guardian must fill out a form from the office.

Cold Weather:

Inclement weather may force the cancellation of bussing. During such times, every effort will be made to contact parents via our school mass email system and/or to broadcast the information the preceding evening or before 6:30 a.m. on the same day. Please listen to the following radio stations for these announcements:

AM Radio Channels: 630, 740, 790, 880, 1260

FM Radio Channels: 91.7, 92.5, 96.3, 97.3, 100.3, 103.9, 104.9

Television Stations: Global, CityTV, CTV

Every effort will be made to have local school personnel report to school in inclement weather to ensure that students who show up for school are safe. Inclement weather conditions may necessitate early dismissal of rural students. PLEASE NOTE: The policy does not specify a specific temperature for the cancellation of bussing or school closures.

We recognize our students!

We have many talented and enthusiastic students at Legal School who deserve to be recognized. We are very proud of them!

SPRR:**Awards Ceremony:**

We celebrate the many accomplishments of grade 7-9 students with a year-end awards ceremony. Awards include the following: Religion Award, Option Award, Athletic Award, Merit Award, Honors Award, and Louis Chauvet Award. For a complete description of each award, please refer to our website.

SAFE AND CARING SCHOOLS

Legal School Code of Conduct Policy can be found on our website under the "About" tab.

Role of Parents:

Parents play a critical role in helping their children develop self-discipline and self-control. Children's school experiences greatly determine their ability to become successful classroom and school community members. If children are able to comply with adult instructions in a timely manner and operate within consistent limits and rules, they will find it much easier to make a successful transition to a school experience in which they will be a part of a larger group and expected to take direction from a variety of adults.

Important aspects of self-control, which can be taught at home, include:

- Compliance with adult instructions promptly
- Compliance with limits and rules
- Dealing with frustration in a non-violent manner

Despite the best training at school and home, students occasionally make poor decisions. Our discipline procedures are designed to help students learn appropriate behaviour and reinforce expectations for self-control. We don't expect parents to 'punish' their children for school behaviour because it occurs outside parental supervision. We contact parents when necessary so that we can work together to consistently send the child appropriate messages about behaviour, support them in learning to interact with others positively and build good relationships with their peers and other adults.

Teamwork:

We know that parents share our wish that our students grow to become responsible, respectful, loving people. Together with parents, our staff members (teachers, counsellors, diverse learning leads, educational assistants, lunch supervisors, secretaries, librarians, custodial staff, and school administrators) play a critical role as a team in achieving this wish. When staff members take the time to correct student behaviour, teach appropriate behaviour, and contact parents, these actions are part of our commitment to your child.

We look forward to supporting and continuing the steps parents have taken to prepare their children for all the choices they will be making and ensure they are ready to handle life's challenges.

As part of our Division's mission "to learn, live fully, and serve others," Legal School strives to build a safe and caring culture through the example of Jesus Christ. Every school community member 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 engage students in learning. Teachers and/or administration will notify parents and implement strategies to address concerns or inappropriate actions where required. A school-wide approach to positive behaviour supports promotes a safe, respectful, 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 endeavours to maintain power and control over another based on systemic inequalities within a social setting.

Harassment and Bullying Codes of Conduct:

The school division 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) Use of Technology Administrative Procedure 140
- h) 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 intends 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 well-being 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 they are 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 to stop the behaviour in the future and support the victimized student. Those disciplined for their involvement in bullying will be communicated what to "stop" and "start" doing 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 well-being 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 of these expectations from the school's and division's standards for creating a safe and caring school.
12. Appropriate interventions and support will be provided to the student who has engaged in wrongdoing to ensure that the student establishes productive, positive behaviours in the future.

Legal School Code of Conduct for Students to support these expectations is as follows:

At Legal School:

1. Students are expected to respect and respond to the request of another student about how they would like to be treated.
2. Students have a responsibility to treat others in our school community so that they will be fully accepted and valued.
3. Justification by the instigator of harmful behaviour to others (i.e. I was joking) does not justify harmful

behaviour to others.

4. Behaviors that are harmful to others, or result in marginalizing others (ie, a student feeling unimportant or powerless), or include students negatively commenting towards others because of who they are, where they have come from, who they like and associate with, and where they live, are considered to be acts of bullying.
 5. 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.
 6. All reported instances of harassment and/or bullying will be taken seriously and dealt with promptly and sensitively by staff.
 7. There will be age-appropriate consequences for incidences of bullying and/or harassment.
 8. Staff will work with both the bully and the victim to develop strategies to prevent future incidents.
- 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) cooperate 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.

Legal School values your participation within our school community to support all our students' safety, well-being, and success.

EMERGENCY PROCEDURES

We practice fire, lockdown, and emergency attendance check drills to prepare students for emergency procedures. We take these drills seriously as they prepare the students and staff members in case of a real emergency. The teachers will show the students the emergency exit route. If there is an alarm during a break, students exit the school through the safest, closest door and immediately go to where the homeroom meets. If we must leave the school, our pre-arranged evacuation site is École Citadel School.

Create an Emergency 'Pick Up' Family Plan:

Please create a family emergency plan should an emergency require you to pick up your children from the school within 15 minutes (in the case of fire, disaster, etc.). Most of the time, you will have more than 15 minutes as we are well-trained in Incident Command Emergency Response and will have the children contained in a safe area ready for pick up. In the event that you work far away and cannot get to the school quickly, arrange for someone who will be authorized to pick up your children. See our website for the Emergency Response Protocol.

Volunteers:

All volunteers (parents/guardians included) must complete a "Volunteer Registration Form" at the office and provide the school with Criminal Record and Child Welfare Checks before beginning service at school. The school office has all the required paperwork for the checks to be completed free of charge. Regulations set out by the Workers' Compensation Board require that all volunteers sign in and record their hours with the office staff.

Medication Policy and Procedures:

If a student is on medication that should be administered during school hours and requires assistance, the following procedure is to be followed:

1. If the student is on prescription drugs, the parent or legal guardian must complete an "Authorization for the Administration of Medication" form and bring the medication to the school office. The medication must be clearly labelled to include the doctor's instructions, the student's name, the time to be administered, and the dosage. It will be stored in the school office.
2. Non-prescribed medication may be administered only with the written request and direction of the parent/legal guardian. The medication should be clearly labelled with the student's name, type of medication, the amount to be given, the time of day to be administered, and the duration of the administration.
3. Any change of instruction must be sent to the school in writing.
4. A written record of each medication administration will be kept in the school office.

Care of Property:

Successful students consider our school a home away from home. They know it is important to do the little things, like throwing garbage into a garbage can and respecting equipment (Phys. Ed., CTS, computers, drama, etc...). When we all pitch in, our school stays neat and tidy.

Here are some ways to respect our school:

- Wear only indoor shoes in the gym; it will keep the floor clean and dust-free.
- Label all school supplies. This ensures all property/supplies are returned to its owners.
- Keep desks and lockers neat and mold-free. It's always easier to find supplies when areas are organized.
- Please do not use markers or stickers in lockers. Remember that the space is the property of the school.

Lockers:

Students are assigned a hall locker and are responsible for keeping it clean and in good condition. Locks will be provided upon request and must be returned to the administration at the end of the school year. Please remember that the locker belongs to the school, not to the student; as a result, the school has the right to search a locker at any time without notice. All assigned locks remain with the assigned student to manage accessibility.

****Refer to [AP 356 Investigations, Interrogations & Search](#)**

Video Surveillance:

Video surveillance systems are used within the division to maintain student and staff safety on or off division sites. Such a system will be used to record and may be used to monitor activity. Personal information collected by the video surveillance system may be used and/or disclosed in an investigation that could possibly lead to disciplinary (both student and staff), legal, legislative or law enforcement purposes, for enforcement of Division administrative regulations, for a consistent purpose, or in accordance with a court order.

Valuables:

Do not leave valuables in an unsecured location; this can include a locker, which many people know is the lock combination, an unlocked locker, or (especially) a change room. If you are concerned about something going missing, you may bring the item to the office for the school to hold for you. The school is not responsible for lost, damaged, or stolen items.

Students who bring electronic devices to school are responsible for keeping them secure during the day. Students will be permitted to use their devices at the teacher's discretion. Should the student choose not to comply, the item will be turned into the office and returned at the end of the day. Repeat offenders will be required to pick the item up from the office. At this time, the school may keep the item and return it to a parent or guardian with an agreed-upon plan for proper use at school.

Freedom of Information and Protection of Privacy Act - FOIPP:

As a public institution, Legal School must follow the requirements of the Freedom of Information and Protection of Privacy Act (FOIPP). The Act protects individuals' privacy while defining what information is accessible to the public. A FOIPP information and permission form, along with the "Notice of Activities," is included with the student's registration package. The form must be signed to enable Legal School to continue its regular school-based functions and activities regarding your child.

STUDENT EXPECTATIONS**Assemblies, Celebrations and School Activities:**

Part of being a member of the Legal School Community is being involved in our group assemblies and school activities. These activities are partly planned to increase our sense of community and belonging, which can only happen when we all participate. These school activities are intended to provide students with a variety of experiences. Exposure to different events builds tolerance and, at times, can open a new door of opportunity for a child. Don't hesitate to contact the school if there is ever a time when your child is reluctant to participate in an event and speak with the school administration. We can discuss the concern and come to an agreed solution.

Dress Code:

Legal School has a proud history and culture emphasizing faith, values, and academic, social and athletic success. We consider our school a place of business, and students are expected to learn how to dress for a place of work. Clothing worn cannot have obscene, violent, negative or suggestive slogans (including but not limited to alcohol, drugs and related symbols). The appearance of an individual while in school should not be contrary to the community's sense of decency. Dress and grooming should conform to reasonable standards of neatness, cleanliness, good taste and health. The Principal has the authority to require a student who is not meeting acceptable standards of dress and grooming to return home and change before being re-admitted to class.

Guidelines for student attire:

- Students can wear hats in school and their classes (at the teacher's discretion) except during school celebrations, morning prayer, O Canada, and special guest speakers come to the school to deliver presentations.
- Students are permitted to wear hoodies, but the hoods must be down. For safety reasons, we need to be able to identify all the people in our building.
- Staff and students are expected to wear footwear that does not pose a risk to their safety (i.e., a tripping hazard).
- Students must have shoes for inside only. In Junior High, this is expected for Physical Education classes.

Appropriate Language:

Legal School is a place of learning. As a result, we have a high standard regarding language usage. Profanity, sexism, racism, rudeness, insulting, intimidating, and abusive language (whether written or spoken) will not be tolerated.

Respectable Behavior:

Whether on a break, walking to or from school, or out in the community, you represent Legal School. Please act in such a way so that our community thinks positively of the students and staff members at Legal School.

Contraband Items:

Contraband items are considered unsafe and should never be brought to school. Items like alcohol, tobacco, vapes or e-cigarettes, guns, knives, throwing stars, fireworks, ammunition, pornography, illegal drugs, etc., are not permitted on school property. This includes facsimiles of the aforementioned items, such as water guns, airsoft guns, Nerf guns, fake knives, etc. Contraband items will be confiscated. Should a student be found with any contraband item, stage one of the Violent Threat Risk Assessment can be put into place should the administration deem it necessary, and the RCMP or other outside agencies can be brought in to deal with specific situations.

Protocol Respecting Drug-Free Schools:

All junior and senior high schools in GSACRD are committed to implementing the Protocol Respecting Drug-Free Schools. It states:

- Possession of, or trafficking in, illegal drugs in any form is an act incompatible with the School Act, which states that students are to comply with the rules of the school and respect the rights of others.
- If school administrators and the RCMP's investigations detect illegal substances, a recommendation for expulsion from the school may result.
- In all cases, parents or legal guardians will be notified.

Physical Education Expectations:

Legal School is pleased to offer our students Physical Education classes. Students in grades 7-9 are expected to have a change of clothing, including appropriate footwear and deodorant. Students must also be prepared for outdoor and indoor activities. When students are participating in an outdoor unit, they must be dressed accordingly. Each student will be expected to have a positive attitude and put forth their best effort. Parents and students must understand that, as with any physical activity, there is an inherent risk of injury. The need for protective equipment may be an asset for some physical education units. Students may wish to bring their own in these situations.

The Law:

The province of Alberta has several different laws and acts. When you drive a car, you must follow the rules of the Motor Vehicles Act. When you come to school, you must follow the rules of the School Act. The School Act has a number of laws for how schools are to be run. Laws for teachers, bus drivers, principals, etc., are all part of the Act. Also, part of the School Act is a section of laws for students to follow. That section (#12) states the following:

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

- be diligent in pursuing their studies
- attend school regularly and punctually
- cooperate fully with everyone authorized by the board to provide education programs and other services
- comply with the rules of the school

- account to the teachers for the student's conduct
- respect the rights of others

In other words, students must do their best in the following:

- try their best in all courses
- attend school regularly
- always be on time for classes
- follow the school rules
- be respectful to everyone (even those students don't know or like).

We are happy that you chose Legal School for your children's education. We are confident that your child will experience a quality education in a safe and welcoming environment.

Follow the TITAN SPRR: Be Safe...Be Proud...Be Responsible...Be Respectful