



**FATHER LEONARD
VAN TIGHEM
SCHOOL**

25 Stoney Crescent West
Lethbridge, Alberta
T1K 6V5

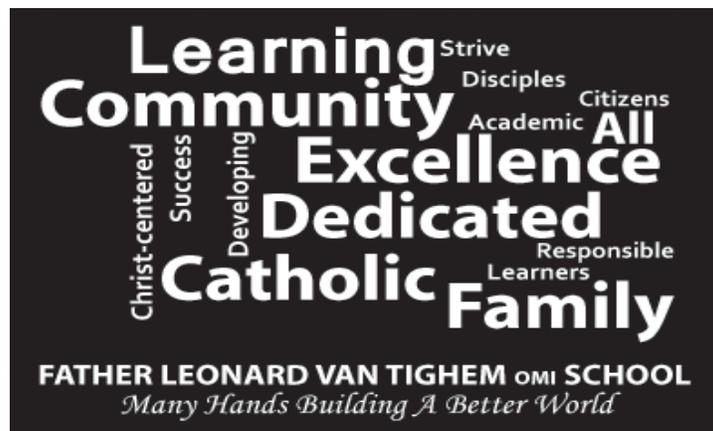
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VAN TIGHEM VIRTUES

Honest - I am sincere, truthful and trustworthy. (Tied to Prudence)

Accepting - I accept that everyone is unique and made in the image and likeness of God. (Tied to Fortitude)

Wise - I speak up for myself and others even when it may not be popular. (Tied to Justice)

Kind - I treat people with dignity and I respect all rights and property. (Tied to Justice)

Spiritual - I follow the example Jesus taught us in the way I think, speak, and act. (Tied to Charity)

SCHOOL PRAYER

In 2012, Mrs. Joan Rogers revised the prayer into a shorter version that reflects the attributes of a hawk.



God give me
clear eyes,
a faithful heart,
and courage to soar.

Saint Kateri
Pray for us.

PATRON SAINT



Saint Kateri Tekakwitha was canonized on September 21, 2012 by Pope Benedict XVI. She lived a life dedicated to prayer, penitential practices, and cared for the sick and aged. She is patroness of the environment and ecology, and her feast day is July 14.

In 2012, as part of our Faith Plan theme “Taking our Place at the Table”, we adopted Saint Kateri as our patron saint.

SCHOOL LOGOS

The F.L.V.T. “F” Logo: The “F” was created for our school by Mrs. Hay the first year our school doors opened and represents our community values. All four letters of the school name F.L.V.T. are incorporated into the logo.



- The F was designed to look like a torch to represent excellence.
- The letters L, V and T combine to form a triangle representing the home, school and church working together for our children.
- The T was designed to represent a Cross and the hawk feathers to include our school mascot.



The F.L.V.T. Athletic Logo: The first year Father Leonard Van Tighem School opened, staff and students noticed a hawk had taken residence in our pond area. As a result, staff and students thought it would be a natural transfer to have our sports teams represented by such a magnificent bird.

FATHER LEONARD VAN TIGHM, o.m.i.

The school is named in honor of Father Leonard Van Tighem, a priest belonging to the order of the Oblates of Mary Immaculate. He was born in Meulebeke, Belgium, on June 13th, 1851.

Leonard began his studies in M. Viaennes' boarding school, but had to quit because of his parents' poverty and he became a woodworker. Leonard then entered novitiate in Lachine on October 31st, 1874, and subsequently went to St. Albert, Alberta (1875), where he restarted his novitiate on September 7th, 1875 and took vows on September 8th, 1876.

Wanting to be an ordained priest, Leonard studied theology at the St. Albert Grand Seminary at Lac-La-Nonne and Fort Saskatchewan; then he entered the Scholasticate on March 18th, 1882, and took vows on March 19th, 1883. He was ordained a priest in St. Albert at the beginning of his novitiate on March 19th, 1882, by Vital-Justin Grandin o.m.i., Bishop of St. Albert.

Leonard's first assignment was in Fort MacLeod (1883-1888), and he became pastor of Lethbridge (1888-1889), with responsibility for Milk River and Warner (1908-1909) and for Coutts (1887-1909). Leonard had already said the first Mass ever in Lethbridge in 1882, visited Pincher Creek in 1885, built the Church in Lethbridge in 1886 and become its first resident priest in 1887.

Father Van Tighem attended the general Chapter of 1904 in Rome; then, he was put in charge of the Strathcona [Edmonton] mission (1909-1911) and of a Dutch colony. Leonard visited the Langdon House, where he built a residence in 1911 and became pastor (1911-1913), and from 1913 to 1917 he served as pastor in Taber. Father Leonard Van Tighem died suddenly in Taber, Alberta, on March 10th, 1917. He was buried in the Oblate Cemetery in St. Albert and a memorial plaque has been erected in his memory in front of St. Patrick's Church in Lethbridge.

SCHOOL PROGRAMS

The school program at Father Leonard Van Tighem consists of three components: the Religious Program, the Academic Program and the Social Program. All three are important to the student growth and development as responsible adults in our society.

A. THE RELIGIOUS PROGRAM

1. Religious Studies

All students attending Father Leonard Van Tighem will take Religious Studies as part of the regular school program. We support the parish in preparing students to receive the sacraments of Holy Eucharist in Grade Two, Reconciliation in Grade Three and Confirmation in Grade Six.

2. Daily Prayer

Each school day begins with a daily prayer and “O Canada”. Classes may also pray before lunch and at the end of the day. At Father Leonard Van Tighem, we believe it is important to celebrate the presence of God in our school through prayer, prayer services, and symbols of our faith.

3. Religious Celebrations

We follow the liturgical year and have weekly celebrations during advent and lent. We also incorporate social justice projects and student retreats throughout our liturgical year.

B. THE ACADEMIC PROGRAM

The Academic Program at Father Leonard Van Tighem follows the Alberta Education Program of Studies.

1. Core Subjects

The core subjects are compulsory for each student and consist of Religious Studies, Language Arts, Social Studies, Mathematics and Science. In addition, students are required to take Physical Education and Health.

2. Option Courses

We offer option courses to complement the core subjects in both elementary and junior high. All elementary grades take music while grades 4-6 take French as a Second Language. We offer a wide variety of option courses in junior high. Students who wish to change option courses must do so in September. All option changes for all quarters need to be completed by the deadline in the agenda.

3. Student Supports

At Father Leonard Van Tighem School, we believe that all students can learn and achieve at a high level. We work with parents to create individualized program plans for student success. We also individualize programs through differentiated instruction of content, process, product, readiness, interest, and learning profile.

C. SOCIAL PROGRAMS

1. Co-Curricular Program

Father Leonard Van Tighem School has a variety of clubs and activities to meet the interests and diversified talents of our students. These programs give all our students the opportunity to gain experience in a wide range of varying activities and provide an opportunity for worthwhile involvement after school. Students must attend school to be eligible to attend an after school activity. Examples of activities are choir, beading club, scrapbooking club, book club, Junior Hawks basketball, and choir.

2. Intramural Activities

Students have an opportunity to participate in a variety of intramural activities and gain points for their classroom that goes towards a year end pizza party. Pizza parties are awarded by division in elementary and by grade in junior high. Through Student Leadership, students are encouraged to make suggestions to enhance this program.

3. Interscholastic Team Activities

Father Leonard Van Tighem sponsors inter-school teams that compete with other Junior High and Middle Schools in Lethbridge and the surrounding area in a variety of sports. These include:

Cross-Country running	(September and October)
Volleyball	(September to November)
Basketball	(December to March)
Badminton	(March and April)
Track & Field	(April and May)

Students are welcome to try out for the various teams prior to each sport schedule but in order to defray costs; there is a user fee for those students participating on teams.

4. Musical Production

Father Leonard Van Tighem School performs a musical production in May at the University of Lethbridge Theatre. The production showcases junior high talent in the areas of acting, singing, and dancing. Auditions for all disciplines occur in the fall. Rehearsals are scheduled for Friday afternoons from October to May. A \$50 performance fee is required for each student cast in the show.

BELL TIMES

Elementary

Monday to Thursday:

Warning Bell	8:42 a.m.
Class Begins	8:44 a.m.
AM Recess	10:15 – 10:30 a.m.
Lunch Break	12:05 – 12:45 p.m.
PM Recess	2:10 – 2:20 p.m.
Closing Bell	3:30 p.m.

Friday:

Warning Bell	8:42 a.m.
Class Begins	8:44 a.m.
Lunch Break	11:45 – 12:13 p.m.
Closing Bell	1:15 p.m.

Junior High

Monday to Thursday:

Warning Bell	8:42 a.m.
Period 1	8:44 – 9:59 a.m.
Period 2	10:02 – 11:17 a.m.
Period 3	11:20 – 12:35 p.m.
Lunch Break	12:35 – 1:17 p.m.
Warning Bell	1:17 p.m.
Period 4	1:19 – 2:45 p.m.
Period 5	2:48 – 3:22 p.m.
Flexible Dismissal	3:22 – 3:30 p.m.
Closing Bell	3:30 p.m.

Friday:

Warning Bell	8:42 a.m.
Period 1	8:44 – 9:29 a.m.
Period 2	9:32 – 10:09 a.m.
Period 3	10:12 – 10:49 a.m.
Period 4	10:52 – 11:29 a.m.
Period 5	11:32 – 12:09 p.m.
Period 6	12:12 – 12:49 p.m.
Lunch/Flexible Dismissal	12:49 – 1:15 p.m.
Closing Bell	1:15 p.m.

STUDENT SERVICES

A.L.E.R.T. PROGRAM (Assisted Learning Environment Response Team)

- This is a cooperative Health Project between Father Leonard Van Tighem School, Chinook Health Region and the Lethbridge Regional Police Service. A Public Health school nurse and a school resource officer work together with the school, staff, students, parents and community agencies to address health and safety issues.
- The nurse and school resource officer's roles and responsibilities are to be positive role models, to provide information and resources, to be available for referrals and counseling, and to act as liaison persons between students, families, staff and community.

COUNSELING SERVICES

- The Family School Liaison Counselor Program creates a valuable link between home, school and other agencies. These services are free and available to any family with students attending FLVT. The role of the FSLC is to work closely with students and families who are experiencing difficult situations. The program is intended to primarily provide personal counseling, support and mentorship to the students. The FSL Counselor is able to professionally assess the needs of the student and make a referral (if needed) to the appropriate community resource.

FIRST NATIONS METIS INUIT PROGRAM LEADER

- Mr. Leroy Crazy Boy supports our school and our First Nations families by providing mentoring to our FNMI students, assisting the staff in understanding traditions and culture, linking families to community supports, and assisting staff in communicating with families.

LIBRARY SERVICES

- The Library Clerk works to assist students in finding materials and information. Students are welcomed and encouraged to use the library.
- Loan periods are 2 weeks for books and 1 week for magazines.
- Kindergarten - Grade 2 students may borrow up to 2 items.
- Grade 3-4 students may borrow up to 4 items.
- Grade 5-9 students may borrow up to 5 items.
- Items can be renewed as needed, unless another student has placed a hold on the item.
- Students are responsible for the materials they borrow, including textbooks assigned to Junior High students. Lost or damaged book fines will be assessed on an individual basis.
- Late or lost materials will result in a loss of borrowing privileges until the material(s) are returned or paid for.

GENERAL INFORMATION

ATTENDANCE AND LATES

- It is the belief of this staff that there is a strong relationship between regular punctual attendance and success in school. Thus, we expect students and parents to assume the responsibility for regular punctual attendance. The school realizes that at times due to illness, medical appointments or family reasons, students may have to miss some school.
- In the event of an absence or late, please phone the school so we can keep accurate attendance records. If your child is marked absent and we have not received information then we will call home.
- Students are responsible for the class material missed and will be required to make up assignments or tests as needed.
- Students who are late will go to the office to record their names and get a late slip. Student lates will be dealt with on an individual basis with parental contact.
- Students leaving the school during the day need parental permission. Parents may call the office or come in and sign them out so we have a record of them leaving.

BUSES

- Junior High students living south of **Whoop-Up Drive** (2.4 km or more) are eligible to ride the bus to school. Maps that show the bus routes and bus stops are available in the school office.
- Elementary students being transported to BLAST are also eligible to ride the bus for a \$20 a month user fee.

CANTEEN

- Kayla Chapman runs our canteen and serves a variety of hot and cold items with special items each week. Menus are published in our newsletter each month.
- Parents can purchase \$20 clipcards which stay in the canteen. As your child purchases items, the monetary value is clipped. These cards can be used for any item in the canteen or parents can specify if only certain items are to be purchased, ie. Milk only, no ice cream, etc.

COMMUNICATION

- Website: <http://www.holyspirit.ab.ca/flvt/>
- From our website follow us on Facebook and Twitter: @flvthawks
- From our website sign up for electronic delivery of our monthly newsletter. If you missed an issue, it is available on our website on the Forms and Newsletters Link.
- School Calendars and Events can also be found on the FLVT website
- Remind – sign up on website – Info for Parents – Remind Sign Up

DRESS CODE

- Dress in accordance with the following guidelines. Good social judgment includes knowing what is appropriate to wear (clean, neat, modest clothing free of offensive language, advertising or slogans). No underwear should be showing.
- Spaghetti straps and bare midriffs are not acceptable. Straps on tank tops must be two-finger width.
- Hats are allowed outside the school only. Please remove as you enter the building

DRUGS, ALCOHOL & TOBACCO

- Smoking or tobacco products are not allowed in the building or on the property. Students found on school property under the influence or in the possession of drugs, alcohol or tobacco will be suspended from school and the parents/guardians and/or the Lethbridge Regional Police will be notified.

FIELD TRIPS

- Throughout the school, various grades will embark on field or sports trips. Parent involvement is encouraged and staff supervision will be present.
- Individual permission forms and information will be sent home with the student for the parent to sign.

FINAL EXAMINATIONS/EXEMPTIONS

- Students in Grades 7 and 8 may receive exemptions from writing their final examinations in Language Arts, Mathematics, Science and Social Studies. Exemptions are calculated for each subject separately.
- Grade 7 & 8 students receiving 89% or higher upon completion of all the course work in core subjects may choose to be exempt from writing the “scheduled” final exam in that subject. Students receiving exemptions will have completed all the assignments for the course.
- All students must write at least one exam. Students who are exempt from all four exams must choose one exam to write. Students not writing an exam will receive a mark based on their course work.
- Due to Provincial Achievement tests, there will be no exemptions in Grade 9.
- We do understand that there may be reasons why a parent may want to excuse or re-arrange exams. Please inform the principal so we can work together to arrange exams.

FIRE DRILLS/LOCKDOWNS

- Fire drill evacuations are practiced at least six times a year to ensure a quick, safe evacuation routine in case of fire. Emergency lockdowns are reviewed annually. It is important that students wear proper footwear at all times in order that they may proceed outdoors in any type of weather.

INCLEMENT WEATHER

- During extreme cold (-15°C) or rainy weather, the students will stay indoors. Parents are asked to ensure that their children come appropriately dressed for the weather, i.e. coats, gloves, boots, snow pants, etc.

INFIRMARY

- Students who are ill should remain at home until they are recovered. However, if students become ill at school, they may request to use the infirmary. Please note that the school will not administer medication of any kind to students unless special arrangements are made with administration and all the proper forms are completed.

LOCKERS

- All students are assigned a school locker, and for the Junior High students, a gym locker as well. Students sign an agreement each year that they will abide by Holy Spirit School Division policy on student use of lockers.
- Early Learning through grade 3 students do not require locks, but all other students require to lock their lockers. Combination locks are available at the office at a cost of \$6.00.
- Students should not leave valuables in their lockers or in the gymnasium change room. The school cannot be responsible for property lost or stolen. Students can arrange to have valuables kept in the office, if necessary.

LOST AND FOUND

- All items placed in the Lost and Found bin, located in the office, will be displayed in the gathering space during parent-teacher interviews. One week following parent-teacher interviews and after the June final exams, any unclaimed items will be donated to charity.

MEDICAL ALERTS (Accidents, Procedures and Ambulance)

- Medical Alerts/conditions need to be provided to the school at the beginning of the school year or when parents become aware of conditions or changing conditions.
- In case of emergency, the school will make every attempt to contact parents. In the event that parents or emergency contact persons cannot be contacted and an ambulance is deemed necessary, the school will call 9-1-1. For this reason, we ask that contact information be kept up-to-date for parents or emergency contact persons.
- No Child Without is a charitable program that offers all elementary school-aged children with medical conditions or allergies, free Medicalert protection regardless of their financial resources. Pamphlets are available in the office or go to www.medicalert.ca/nochildwithout.

PARENT COUNCIL

- The council meets monthly (generally the second Wednesday) and encourages all parents to attend and become involved in the school. For further information, please see the school website and look under the heading "School Council". There is also a parent council board in the gathering space with more information.

PARENT VOLUNTEERS/DRIVERS

- Parents are encouraged to become involved in our school. Please complete the volunteer information sheet that comes home at the beginning of the year so we know the gifts you have to share with us.
- Parents who volunteer to drive for school functions must complete and submit the following documentation prior to driving: Driver Authorization Form, Driver's Abstract, Proof of \$2,000,000.00 liability (Certificate of Insurance, Letter form Insurance Company, or a Copy of the current insurance policy), and a Criminal Record Check.
- Parents who volunteer and could be alone with students will need to submit a Criminal Record Check.
- These forms must be completed each year and are available in the office.

REPORT CARDS

- Student progress is measured on an ongoing basis by way of teacher tests, standardized tests, assignments, homework, in-class participation, activities and attitude.
- Progress is formally reported three times a year in the elementary grades and four times per year in junior high. In junior high a report card is sent home in June. We do not send report cards home at the end of every quarter as students and parents are able to check PowerSchool to monitor progress.
- PowerSchool can be accessed on the school website using a password. For information on how to register for PowerSchool please contact your home room teacher.
- Scheduled interviews are held along with reporting periods. Interviews are booked through our online Conference Manager and can be accessed through our Links on our web page.
- Parents may request conferences at other times throughout the year, by contacting the teacher.

UPDATING SCHOOL RECORDS

- It is vital to us and perhaps critical to your child's well-being, in an emergency, for us to have up-to-date information regarding your address, home, work and cell phone numbers, e-mail and emergency contact people. Please keep us informed if your information changes

STUDENT CONDUCT

PHILOSOPHY

- Father Leonard Van Tighem School operates on the philosophy that all students have the right to learn and grow in self-discipline. We want to foster student responsibility for behavior and self-direction.
- The home and the school share the responsibility for teaching appropriate and acceptable behaviors that enhance learning. Father Leonard Van Tighem students are expected to follow reasonable rules that are established for the benefit of the entire student body. They must recognize that any behavior that disrupts or distracts from the educational climate of the school is unacceptable.
- The teacher is responsible for establishing a set of classroom rules and procedures that promote responsibility and self-direction. As an instructional leader in the classroom, the teacher handles most of the day-to-day discipline in the classroom.
- The staff and administration will be fair and consistent when dealing with student behavior. Students will be subject to natural and logical consequences for behavior choices. Repeat offenses will result in more severe consequences. As a situation arises, parents will be contacted and a plan of action formulated.

SCHOOL-WIDE BEHAVIOR EXPECTATIONS

Area	Expectations
General	<ul style="list-style-type: none"> • Show consideration and courtesy towards others at all times. • Be appropriate when communicating with others. • Use common sense, be respectful and be safe.
Before School	<ul style="list-style-type: none"> • Supervision starts at 8:25 a.m. • The Mezzanine is out of bounds in the morning. • Put your materials in your locker once you arrive.
Classroom	<ul style="list-style-type: none"> • Be diligent in pursuing your studies. • Attend school regularly and punctually • Treat substitute teachers with courtesy and respect.
Playground	<ul style="list-style-type: none"> • Slide in a safe manner: sit down. • Keep the rocks on the ground. • Walk while on the equipment. • Keep your hands and feet to yourself. • JH students wait to use equipment until elementary recess is over.
Bowl	<ul style="list-style-type: none"> • Tag and running games are played here. • Keep your hands and feet to yourself. • Bring in your belongings.
Soccer Field	<ul style="list-style-type: none"> • When a ball goes over the field, ask a supervisor for permission to go get it. • Bring in all equipment. • Choose teams fairly and include others. • Work out your problems. If you need more help, talk to the supervisor in the orange vest. • Respond promptly to all bells.
Sidewalks	<ul style="list-style-type: none"> • Please walk your bikes, skateboards, and scooters within school property. • Lock your property in the bike rack.
Halls	<ul style="list-style-type: none"> • Walk down the halls. • Use your inside voice. • Reply to others when they greet you – Say “Good morning” • If you see garbage, pick it up.
Canteen	<ul style="list-style-type: none"> • Keep your food and drinks in the canteen. • Line up to get your order. • Clean up after yourself: put your garbage away when you leave your table. • Use your inside voice.
Mezzanine	<ul style="list-style-type: none"> • Keep food and/or drinks out of the Mez. • If you see garbage, pick it up. • Please sit down on the stairs.
Leaving Campus at Lunch	<ul style="list-style-type: none"> • Follow traffic laws and use crosswalks. • Be polite when in the community – represent your school well. • Return on time.
Leaving Campus during the Day	<ul style="list-style-type: none"> • Please check in and either sign in or out at the office when leaving. • Students need to have parental permission in the form of a pick up, note or call.
JH Dances	<ul style="list-style-type: none"> • Only FLVT students are allowed to attend dances. • Dances are from 6:00 – 9:00 p.m. and doors close at 6:30 p.m. • Students need to make arrangements with the teacher organizing the dance if they need to arrive late or leave early.
Prayer Services	<ul style="list-style-type: none"> • Students will be led to celebrations by a lantern bearer. • Enter with and keep a prayerful and reverent attitude. • Show your appreciation by clapping at the end of the celebration.
Assemblies	<ul style="list-style-type: none"> • Show your enthusiasm. • Clap and cheer loudly when asked. • Pay attention to the speakers.

JUNIOR HIGH AWARDS

The recognition of student achievement is customary, motivational and improves school spirit. Students have different talents and abilities and these talents and abilities should have equal recognition, hence, the academic, activity and Christian humanity awards are integrated within our awards policy.

Any award may not be given if there is not a suitable candidate.

- 1) All students receiving **85% or higher** upon completion of the course work in core subjects will receive **honors**.
- 2) Each student attaining an average of **85%** or higher in core subjects for the year will receive an honor roll pin.
- 3) In each grade, the student with the **highest academic average** in each **subject** will receive a medallion award: the award will be bronze for one subject, silver for two subjects and gold for three or more subjects.
- 4) The male and female students with the **highest academic average** overall, in all subjects and in each grade, will receive a plaque and cash award.
- 5) The students selected as the top male and female **athlete of the year** will receive a plaque and cash award.
- 6) Students will receive an **attendance** award for being absent a half day or less.
- 7) The **FLVT “Emmy” Award** consisting of a plaque and cash award, will be given to student(s) who demonstrates perseverance and a positive Christian attitude, encourages others, is motivated to do his/her best, is an ambassador to FLVT and a friend to everyone.
- 8) An **Art Achievement Award** will be given to the student who excels in the art field. The award is a plaque.
- 9) An **“Eyes on Science” Award** will be given to a student in each grade 7, 8 and 9, who excel in the field of science. The award is a plaque.
- 10) A **“Math and Science Achievement Award”** will be given in each grade 7, 8 and 9, who achieve high marks in both Math and Science, demonstrate a passion for lifelong learning, and has exemplary behavior and learning attitudes. It is a cash award.
- 11) A **Fine Arts Performance Award** will be given to a student who excels in at least two of the following disciplines: acting, singing, and dancing. The recipient of this award will have participated in the FLVT spring musical production.
- 12) **School Spirit Award(s)** will be given to students in Grades 7, 8 and 9 who enhance the quality of life at FLVT. The award is a plaque.
- 13) **Merit Award(s)** will be given to Grade Nine student(s) who demonstrate dedication and work ethic that set them apart from other students at FLVT. The award is a plaque.
- 14) **School letters** will be given under the following criteria:
 - A. Students will receive a school **letter** by participating in **four** activities in one or more years.
 - B. Students will receive a school **letter with one stripe** for participating in **eight** activities in one or more years.
 - C. Students will receive a school **letter with two stripes** for participating in **twelve** activities in one or more years.
 - D. Students will receive a school **letter with three stripes** for participating in **sixteen** activities in one or more years. Club & Team membership are considered activities.
- 15) **Championship crests** will be issued to any team which wins a city championship.
- 16) The **Father Leonard Van Tighem omi Award** will be given to the student who exhibits the greatest talents, on average, in all three areas of spiritual, academic and athletic life at Father Leonard Van Tighem School.

I have read the contents of this handbook, and I agree to the rules and guidelines contained within.

Name of Student: _____ Signature: _____

Name of Parent: _____ Signature: _____