

# **St. Paul's School**

## **Student/Parent Handbook**

### **2017 - 2018**



*St. Paul's School  
487 Parkview Road  
Yorkton, Saskatchewan  
S3N 2L6*

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*Principal:*

*Mr. Q. Haider*

*Vice-Principal:*

*Mrs. K. Poncelet*

**Our Motto:**

*“Christian Education Through Shepherding”*

**Our Mission:**

St. Paul’s is a Catholic elementary school, centered on the teachings of Jesus Christ. Our mission is to provide an environment within our school community, in which every student experiences academic, emotional, physical, social, and spiritual growth and success.

**Our Values and Visions:**

- ***Faith:*** We develop our personal relationships with God and the Church. All members of the St. Paul’s family will actively participate in the community of faith.
- ***Learning:*** We strive for academic excellence in all educational disciplines.
- ***Safe and Respectful Environment:*** We work together to promote a respectful environment which is safe, caring, and reflective of Christ’s teachings.
- ***Acceptance:*** We recognize, accept, and support the individuality of each of God’s children.
- ***Integrity:*** We develop and foster a sense of self-awareness and accountability based on our Catholic values.

## **Our Patron: St. Paul the Apostle**

After years spent persecuting Christians, Paul had a blinding vision and was converted to Christianity. He was one of the most important missionaries and founders of the Christian Church.

Paul, who was first called Saul, was a Roman citizen who had been taught by the Greeks. He was also a Jew who followed his religion strictly. He had never met Jesus and did not believe he was the Messiah. Saul hated the Christians, and he had many of them arrested. He wanted to stamp out this new religion.

One day, when he was riding to the city of Damascus in modern-day Syria, Saul was blinded by a bright light. He heard the voice of Jesus ask, "Saul, why are you persecuting me?" Saul was led into Damascus where, three days later, Jesus restored his sight. Saul realized that Jesus truly was the Messiah and was baptized. From that day on he was known as Paul.

Paul became a great preacher and writer and an important missionary. He travelled tirelessly for many years, performing miracles and spreading the word of Jesus. He wrote letters to his new Christian groups, offering encouragement and advice.

Paul had many adventures and was often in trouble. He was beaten, imprisoned, stoned and shipwrecked, but he never lost his faith. Finally, he was arrested and sent to Rome, Italy. There he is believed to have been beheaded with a sword and buried outside the city walls.

## **General Information:**

### **DAILY SCHEDULE of Classes:**

8:50 – 8:55 a.m.	Bell (Organization Time)
8:55 – 10:30 a.m.	Instructional Time
10:30 – 10:45 a.m.	Recess
10:45 – 11:45 p.m.	Instructional Time
11:45 – 12:25 p.m.	Lunch
12:25 – 12:30 p.m.	Bell (Organization Time)
12:30 – 2:00 p.m.	Instructional Time
2:00 – 2:15 p.m.	Recess
2:15 – 3:20 p.m.	Instructional Time

## **ARRIVAL TIME:**

Students are expected to arrive between 8:35 and 8:45 A.M., unless otherwise arranged with administration or the student's teacher. School doors are not open prior to 8:30 a.m. Children should not be arriving prior to this time unless they are participating in the Before/After School Program.

## **SCHOOL DOORS:**

All school Exit doors are locked during class times, with the exception of the main front door (office entrance). Parents needing to speak to their child or present them with materials, lunches, etc. are to enter via the main entrance and report to the school office, where you will be assisted.

## **MEDICATION:**

At no time should any student have any prescription medication at school without a parent/guardian submitting a completed "Administration of Medication Form" to the office. St. Paul's staff is not required to administer medication to students. However, we do follow the Christ the Teacher Catholic Schools Administrative Procedures, which recognizes that some students may require medication on a regular basis or in an emergency situation.

Parents/Guardians who determine that their child must have medication administered at the school must submit a completed "Administration of Medication Form" to the office. These forms which request and allow staff to administer medication to the student are available at the school office.

The principal at his/her discretion may approve the request.

## **NEWSLETTERS:**

Newsletters are an important method of communication with the home. They contain important information pertaining to the dates and times of various activities during the year. If you have provided the school with an email address, the newsletters will be sent via email or distributed to the youngest child in each family.

## **VISITORS:**

Visitors are always welcome at St. Paul's. Parents or any visitors are required to report to the school office before proceeding to any classroom. Students wishing to have a friend accompany them to class should first obtain permission from the teacher or the principal.

## **FIRE DRILLS:**

There will be 8 fire drills conducted throughout the year. Procedures will be explained by the teacher. Due to the nature of the drills, students are required to wear footwear (runners/shoes) at all times.

### **SAFETY PATROL:**

School Safety Patrol will be on duty after school. Students and parents are to use the crosswalks and intersections when crossing the street. All pedestrians and motorists are expected to follow instructions by Safety Patrol members on duty.

### **TELEPHONE:**

The office telephone is for business purposes only. We encourage you to make all possible arrangements with your child/children at home prior to school hours. The student phone in the gymnasium entrance is to be used by the students for emergencies only. Permission from the classroom teacher is required before students may use the student telephone.

If you wish to telephone a teacher, it would be appreciated if you would call the school between 8:30 and 8:45 a.m. (or during recess) or leave a message with the school secretary (783-9212).

### **SCHOOL COUNSELLOR:**

St. Paul's School has access to the services of a School Counsellor, who is part of our educational team. The School Counsellor meets with a referred student to enhance the student's overall social, emotional, spiritual, behavioural and adaptive functioning at school. A referral may be made by a staff member or a parent/guardian or a student may request to visit with the School Counsellor.

### **SUPERVISION:**

Playground and classroom/ hallway supervision is provided every morning before class, every recess and during lunch hour.

### **WEATHER CONDITIONS:**

The following school division winter weather guidelines have been established. Temperatures noted include reported wind chill factors:

- **Temperature of -29°C and above** – students are expected to be outdoors.
- **Temperature of -30°C to -35°C** – students have the option to stay indoors.
- **Temperature of -36°C and colder** – students must stay indoors

**Please ensure that you child/children are dressed appropriately.**

### **STUDENT POSSESSIONS:**

Please label ALL of your child/children's belongings. A Lost and Found box will be placed in the main hallway. We are not responsible for the loss of valuable items; these should not be brought to school.

### **BICYCLES/ROLLERBLADES/**

### **SKATEBOARDS/SCOOTERS:**

All bikes will be left in the bike stands, preferably locked. Students must remain on school property at all times during school hours. There will be no bike or scooter riding, skate boarding or roller blading on the school grounds. Safety helmet use is encouraged in all cases.

### **MEASURES OF STUDENT**

### **ACHIEVEMENT AND SUCCESS:**

The measurement of student achievement is gathered on a continuous basis in order for educators to make informed decisions to plan for student growth. Regular formative assessments, both classroom and large scale, allow teachers to determine the effectiveness of their instruction, assess student learning, and make informed decisions about how to organize and pace instruction

### **STUDENT PROGRESS REPORTS:**

Three reporting periods have been set for the year - November, March and June. All students receive a Computer generated Student Progress Report.

### **STUDENT-LED CONFERENCES:**

Conferences will be conducted with all parents and students in November (First Term Report) and in March (Second Term Report). However, if at any time you wish to consult with your child's teacher, please call for an appointment.

### **STUDENT EXPECTATIONS:**

### **RESPONSIBILITIES:**

It is important that students understand the responsibilities for which they are accountable. The following information has been taken from *The Education Act*:

The student shall:

- a) Attend school regularly and punctually
- b) Provide himself/herself with such supplies and materials not furnished by the Board of Education as may be considered necessary to his courses of study;
- c) Observe standards approved by the Board of Education with respect to cleanliness and tidiness of person, general deportment, obedience, courtesy and respect of the rights of other people;
- d) Be diligent in his/her studies;
- e) Conform to the rules of the school approved by the Board of Education and submit to such discipline as would be exercised by a kind, firm and judicious parent.

Every pupil shall be accountable to the teacher for his/her conduct on the school premises during school hours as the teacher is in charge of the pupil in class, or while engaged in authorized school activities conducted in out-of-school hours.

### **STUDENT DRESS CODE:**

Student dress must reflect an understanding of personal deportment and dignity toward themselves and to those who work with the student. As a place of Catholic education, St. Paul's School is mandated to help students make good moral and character decisions. Clothing and jewelry must be modest and without drawing undue attention toward the student. The following guidelines may help students prepare for their best day at school:

**Brief and revealing clothing** – students must recognize that brief and revealing clothing is not appropriate apparel at school. Students shall not wear tank tops with spaghetti straps, halter-tops, or strapless garments. Garments that are “see-through”, low-cut, or excessively expose one’s midriff are not acceptable. Skirts and shorts must be longer than student’s fingertips when arms are extended at their sides.

**Sagging pants** – students shall not wear sagging pants that, when fastened, drag on the floor or ride below the waist.

**Hats, headgear** – students shall not wear hats or caps while in the school building. Dress-up days, Spirit Activities, and special classroom projects would be considered acceptable exceptions.

**Clothing with messages** – students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, or derogatory toward themselves or another person. Clothing items that promote the school’s mission of “Shepherding” are allowed.

Students must have two pairs of running shoes (non-marring) – one pair for outdoors and one pair for indoors. Students are encouraged to purchase school clothing. This choice offers consistency in acceptable dress and encourages school spirit. Appropriate gym attire (shorts, T-shirts, sweats) in the Middle Level (Grade 6, 7 & 8) is compulsory for all students.

### **ATTENDANCE:**

Regular attendance is required of all students.

If your child must be absent from school, please telephone the school before 8:45 A.M. Upon returning, the student must bring a signed note from the parent(s)/guardian(s) stating the day(s) and the reason(s) for being absent.

If you must pick your child up from school at any time during the school day, please notify the teacher in advance, identify your arrival at the school office and your child will be informed to leave class.

### **HOMEWORK:**

Students are expected to do all homework and class assignments missed during their absence. Some teachers will have assignments posted on the Internet; students should consult with their teacher to see if this option is available.

### **LUNCH HOUR/RECESS:**

Teacher supervision is provided during lunch hour and recess.

Eating lunch at school is a privilege. All students are expected to eat at their own desks using polite manners and quiet conversation with classmates. Failure to do so may result in loss of this privilege.

Students shall remain on the school grounds unless they have permission from the supervising teacher to leave the grounds.

Milk and milk products will be available for purchase by students staying for lunch. A prepayment plan is available.

### **DISMISSAL TIME:**

Upon dismissal, every student is expected to go directly to his/her home or to the home of his/her caregiver. Remaining on the school grounds is not promoted.

### **BUS USAGE/CONDUCT:**

Our School Division provides a bus service for students who live a considerable distance from St. Paul’s School. Students who live only a few blocks from school are encouraged to walk as the bus is quite full, especially during the winter months. Students using the bus services are expected to display appropriate behaviour, as would be expected at school. Any behaviour problems on the bus may lead to suspension of bus use privileges for specified lengths of time.

### **ACADEMIC – CURRICULUM:**

St. Paul’s offers all K-8 subjects in accordance with the curriculum that has been outlined by the Ministry of Education. Locally determined developed options include:

- Religion
- Band (grades 5-8)
- Home Economics, Industrial Arts, Computer Ed. (Grade 7&8 instruction occurs at Sacred Heart High School)

### **RELIGIOUS EDUCATION:**

Religion is an integral part of the daily school routine. Specific religion classes are scheduled regularly into the timetable.

### **SACRAMENT PREPARATION:**

The “Christ the Teacher” Catholic Schools provide total assistance and support to the parents in preparing their children for participation in the Sacraments.

### **FIRST COMMUNION and CONFIRMATION:**

The entire second year religion course relates to the Eucharist. The teachers also begin a special program for immediate preparation for the Sacrament of Confirmation.

**FIRST RECONCILIATION:**

First reconciliation is generally celebrated during the season of Lent, with a preparation similar to that of First Communion. Ukrainian Catholic parents are required to prepare their children before First Communion in a home preparation program. St. Mary's Church provides additional supportive instruction.

**INTRAMURAL PROGRAM:**

All students are placed on a house team for Intramural activities. Students participate in selected activities to gain points for their House League.

**CURRICULUM ENRICHMENT – TRIPS AND TOURS:****KINDERGARTEN TO GRADE THREE:**

The students engage in excursions to local community establishments (Fire Hall, Police Station, Museum, etc.).

**GRADES FOUR TO EIGHT:**

**Sand Dunes - (September/October)** - the Grade 6 students embark on a one-day excursion. This field trip is an ecological study of natural history which dramatically illustrates the delicate inter-relationships among soil, water, plants and animals.

**Overnight Canoe Trip - (September)** this is a two day/one night trip to York Lake. The Grade 7 students experience overnight tenting, fireside cooking, fishing, canoeing and an ecological study of the surrounding area.

**AMPO - (First week of June)** - each year, we take pride in our AI's, Mary's, Michael's and Paul's Outdoor Education Program, which is offered to the Grade 7 students. The students have the opportunity to be exposed to God's work in nature for one week at St. Michael's Camp, Madge Lake. Activities include orienteering, canoeing, camp skills, lagoon hike, hashing, competitions, etc., all-encompassing spiritual growth.

**EXTRA-CURRICULAR ACTIVITIES/ENRICHMENT/SPORTS:**

Extra-curricular activities are an important part of St. Paul's School. St. Paul's students may participate in a variety of sports activities, such as Cross-country, Volleyball, Basketball, Badminton, and Outdoor Track. Other activities may be offered, depending on staff leadership. At designated levels, students are actively involved in Swimming, Cross-country Skiing, Downhill Skiing and Nature Hiking.

Extra-curricular opportunities also include the following: Environmental Club, Photography Club, Newspaper Club, Chess Club and Yearbook Club.

**Student Leadership Team:**

St. Paul's School has a very active council which is comprised of student representatives from Grades 7 & 8. These students are responsible for the organization and operation of student activities during the year.

**SCC (School Community Council):**

St. Paul's School has a very active SCC. The SCC is a liaison between parents and staff reflecting student, family and community needs. The executive meet regularly with the school faculty to discuss relevant matters relating to the school and to the children.

They ask for your support and input by responding to requests for help in planning and organizing their various functions.

Your family is encouraged to join!

**AWARDS:****ACHIEVEMENT/SCHOLASTIC:**

Student Achievement Awards are presented near the end of June each academic year.

Primary and Elementary classrooms (Kindergarten to Grade 5) recognize student achievement, scholarship, shepherding and dedication to excellence in each classroom.

Middle years students are honoured at an Awards Program (end of June). Awards include Grade 8 Awards of Golden Rule, Proficiency, Student of the Year, Male/Female Athletic Awards, Honda Civic Service Award, and achievement of excellence in all subject areas. Scholastic Certificates are presented to Grade 6, 7 and 8 students.

**SERVICE:**

Service to St. Paul's School community awards are presented to all students involved in school clubs and programs throughout the school year. Examples may include School Patrol, Environmental Club, Newspaper Club, etc.

**STUDENT LEADERSHIP TEAM:**

Recognition will be given to the members of the Student Leadership Team who dedicate their time to represent the entire student body at the year-end Service Awards.

**STUDENT CONDUCT:**

At St. Paul's School, students, staff and parents work at "Christian Education through Shepherding".

As a Catholic school, we wish to develop in our students signs of our faith, which show the spirit of our Lord and Saviour.

At St. Paul's School we expect our students to learn and demonstrate the characteristics of a "Good Shepherd". We have a "NO Hands Policy" that is shown through the absence of rough play or horse play, or any unwanted touch or action which would not be recognized as "Good Shepherd" actions.

In managing student behaviour, teachers will deal with problems that may arise. In areas of more serious behaviour problems, there may be intervention by the school's administration. The school's administration will be guided by the Christ the Teacher administrative Procedures and by the expectations outlined in The Education Act, 1995.

### **THREAT – RISK GUIDELINES:**

The Christ the Teacher School Division requires that all threats be treated seriously. A threat is an expression of intent to do harm or act out violently against someone or something. It can be written, spoken or symbolic, such as a hand gesture.

A "threat" may include words or actions to intimidate, intent to inflict harm, harass or bully other persons or damage property.

All "threats" will be assessed. The school Threat Assessment Team will determine the appropriate interventions and disciplinary actions to be taken. Please refer to school division administrative procedure AP 354 Threat Assessment Protocol for further information.

### **FAIR NOTICE LETTER:**

The Christ the Teacher School Division is committed to ensure a safe and caring environment in each of its schools. Consequently, the school division has developed a Threat Assessment Protocol to deal with high-risk incidents. These are incidents that involve weapons, threats to harm, or vicious assaults. Though such incidents occur very rarely the division wants to respond in an appropriate manner that insures the safety of students and staff, while at the same time respecting the rights of those involved with the incident.

The Division recognizes that many threats, especially by younger children, are likely not serious. However, it is important that students and parents know that we will respond in accordance to this protocol. In addition, part of our purpose is to educate students so they know that such behaviours are not acceptable.

The Division Threat Assessment Protocol administrative procedure can be viewed at [www.chriththeteacher.ca](http://www.chriththeteacher.ca).

If you have any questions or concerns regarding this protocol, contact Mrs. Barbara MacKese, Director of Education, at 783-8787.

### **STUDENT-TO-STUDENT RELATIONS (BULLYING POLICY):**

At St. Paul's School, "*Shepherding*" is the prominent characteristic to describe student-to-student relations in actions, in speech and in behaviour toward others. A lot of information has been shared and discussed recently about "bullying" in schools. Therefore, we must consider that these actions may occur and must be addressed at our school. Our school program includes a variety of violence prevention programs available to teachers and students. These include a "Second-Step Violence Prevention" program, a "Respect Ed." program, Character Building and Friendship Building activities and video programs which are available for teacher resources to be presented to students at various grade levels. Other programs and presentations on this topic are arranged throughout the school year.

We use the following guidelines regarding the "bullying" topic:

#### What is Bullying?

Bullying can be defined as repeated and systematic harassment and attacks on others. Bullying can be perpetrated by individuals or groups. Bullying takes many forms and may include many different behaviours, such as:

- Physical violence and attacks
- Verbal taunts, name-calling, put-downs and gossiping
- Threats and intimidation
- Extortion or stealing of money or possessions
- Exclusion from peer group
- Racial or ethnic-based verbal abuse
- Gender-based putdowns

#### Dynamics of Bully-Victim Situations

A power differential exists between the bully and the victim

- Bullies tend to be confident, aggressive and lack empathy for the victim
- Bullies come from homes where there is poor supervision and modelling of and tolerance for aggressive behaviour
- Victims tend to be quiet, passive children with few friends
- Victims do not respond effectively to aggressive actions
- Bullying is often done so that adults are not aware of it
- Victims are ashamed and often don't tell adults

#### Who are the Victims of Bullying?

Children who become repeated victims of aggression and bullying tend to be quiet and shy in temperament. They tend not to retaliate or make any assertive responses to the initial aggression, which is then repeated by the bully. Children who become victims often lack friends or social support at school, and they are often not confident in their physical abilities and strength.

#### What Can We Do?

Students, parents, teachers and school administration must work together to prevent bullying and correct the situation if it is already happening. The first and most important thing to do when a student is being bullied is to be sure that a teacher or the school administration is aware of the situation. In a bullying situation, the bully often tries very hard to be sure that adults do not observe the situation. When we, teachers and administration, are aware of the problem, we can deal with it.

Bullying is contrary to our Christian Catholic Faith. As such, we will deal with all and any situations where it exists. Our school rules insist that all students respect each other. This means that children in St. Paul's School can expect to be at school without fear of harassment or intimidation.

- Bullying will not be tolerated at St. Paul's School
- Each incident of bullying that is reported or observed will be addressed
- Where it becomes evident that a victim/bully situation exists, administration or teachers will contact the parents
- Teachers will establish a set of classroom rules at the beginning of the school year. These rules will address bullying as well as other behaviours
- Teachers will report all observations of bullying to the principal or vice principal
- Teachers will discuss bullying with their classes
- Students will be asked in assembly and in their classrooms to discourage bullying (most students agree that bullying is something they don't approve of)
- Positive actions of "*Shepherding*", which are contrary to bullying will be noted and praised.