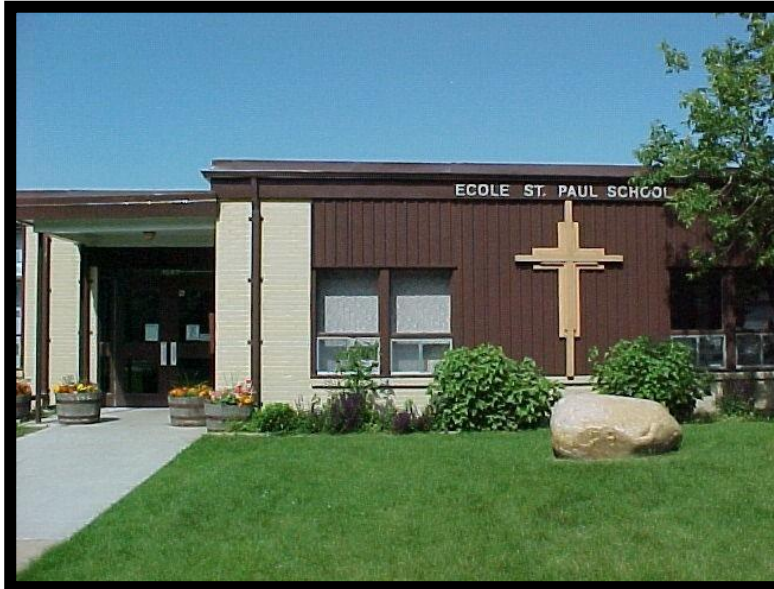




École St. Paul School



HANDBOOK

2020 - 2021

1527 Alexandra Avenue
Saskatoon, SK S7K 3C1
Phone: (306) 659-7430

Email: st.paul@gscs.ca

Website: <http://www.gscs.ca/PAU>

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INTRODUCTION

The purpose of this booklet is to provide our school community (students, parents, and staff) with outlines and descriptions of the philosophy, policies, procedures, and practices of École St. Paul School. Any changes in this booklet will be communicated to our school community by school newsletters throughout the year.

Parents, we invite you to phone or visit the school at any time. The interest that you display in your child's progress and your views on school matters are much appreciated. Parents, to accommodate visits in the classroom with the least amount of disruption, we ask that you pre-arrange a time with the principal and the teacher. Thank you for your anticipated cooperation.

We hope you find this booklet of value.

It is also available on our website: <http://www.gscs.ca/PAU> under About our School – Handbook.

GREATER SASKATOON CATHOLIC SCHOOL MISSION STATEMENT

Greater Saskatoon Catholic Schools:
a welcoming community where we nurture faith,
encourage excellence in learning
and inspire students to serve others,
making the world a better place.

We love because He first loved us.
1 John 4:19

Rooted **Growing** **Transforming**
Reaching

ÉCOLE ST. PAUL SCHOOL MISSION STATEMENT

COMMUNICATION

RESPONSIBILITY

As a partnership of students, parents, and staff,
École St. Paul School strives to provide each
student with the knowledge and skills
to live a healthy Christian life.

CARING

The environment at École St. Paul School reinforces the parents as the primary educators of their children and the teachers as role models, educators and supporters.

ÉCOLE ST. PAUL SCHOOL PROGRAMMING

FRENCH IMMERSION PROGRAM

École St. Paul is a French Immersion Type B school. Immersion is the most effective method known for teaching a second language. The instruction time in French varies from 60% to 100% of the timetable. The objective of this program is to have students, upon the completion of Grade Eight, functionally bilingual. For the average person, this takes approximately 5,000 hours of instruction. Over the course of the eight years of elementary school, plus Kindergarten, our students are exposed to over 5,500 hours of French. We strive to immerse our students in the French language and culture.

Kindergarten to Grade 2

French instructional time varies from 90%-100%:

- Kindergarten: up to 100% in French
- Grade 1 & 2: Instruction time is 90% (Religion taught in English)

Grade 3 to Grade 6

French instructional time is up to 75%.

Students receive English Language Arts instruction and Religion in English.

Grades 7 & 8

French instructional time varies from 60% to 70%. Students receive English Language Arts, Band, and Religion instruction in English.

Considerable importance is placed upon the development of basic verbal and written language skills in both French and English. Math computation, application and problem solving are also emphasized and are completed entirely in French. It must be noted that all subjects taught in French have a dual purpose:

- (a) to increase the child's French vocabulary.
- (b) to enhance the child's knowledge base.

A Learning Assistance Teacher also offers aid to students who can benefit from extra assistance in the French language, and in other subjects, as the need arises.

RELIGION PROGRAM

Religion is an integral part of the Catholic School Program. Each grade level receives 150 minutes per week of religious instruction. Classroom newsletters will inform parents which themes are being studied. Religion classes are taught in English at all grade levels. During the school year, we will celebrate the Eucharist and liturgies that follow the liturgical calendar. These celebrations will be announced in the newsletter. Parents are always invited to attend.

FAMILY LIFE PROGRAM

A Family Life Education Program is offered at École St. Paul School. The title of our program is the Fully Alive program. It is offered from Grades 1 to Grade 8 and takes approximately 40 hours of teaching time. The program is based on five themes. - Themes discussed at each grade level are as follows:

1. Created & Loved by God
2. Living in Relationship
3. Created Sexual: Male and Female
4. Growing in Commitment
5. Living in the World

HIV/AIDS EDUCATION PROGRAM

The Grade 1 to 8 students also receive an HIV/AIDS education program which is a mandatory component as prescribed by the Saskatchewan Ministry of Education.

MUSIC PROGRAM

A music program is an integral part of our school. Due to Covid-19 guidelines and procedures, we cannot offer a band program at this time, nor can we participate in other performances throughout the year (. In addition, our students participate in many performances throughout the year. (e.g. Knights of Columbus Festival of Carols, Noon Festival of Carols, Christmas Concert, etc.).

PHYSICAL EDUCATION PROGRAM

Desirable health practices and participation in recreational activities remain an important priority at École St. Paul School. Due to Covid-19 guidelines and procedures, our school cannot participate in the Nutrition Positive program at this time.

Our Physical Education Curriculum is based upon the concept of movement education - devised by the Saskatchewan Ministry of Education. Each child receives approximately 150 minutes of physical activity per week, with some activities in the gym, some in the classroom and some outside. The three major themes of the program are: 1) games training skills; 2) gymnastics and movement education; and 3) rhythmic and dance. The major objective of the Physical Education Program is to promote a lifestyle that includes physical activity for fitness. The school offers organized sporting activities for the students including cross-country running, soccer, skating, indoor track, volleyball, basketball and outdoor track.

OTHER

Students occasionally enhance their in-class education with field trips both in town and out of town. Information regarding these activities will be shared with parents through classroom notes and in the school newsletter.

A sound education for students cannot be ensured without adequate communication between parents and school staff. You will receive frequent communication from the staff in the form of written messages, reports, telephone calls, emails, and formal visits. We encourage parents to communicate with staff in the same manner. Thank you parents for your continued support.

Have a successful school year!

Sincerely,

The Staff of École St. Paul School

ÉCOLE ST. PAUL SCHOOL STAFF

TEACHING STAFF

M. Ted View
Mme Claudette Degagné-Ellis
Mme Suzanne Bronkhorst
Mme Claudette Degagné-Ellis
Mme Jeanne Kustaski
Mme M. Lachlan Fraser
Mme Paula Klein
M. Michael Harris
Mlle Veronica Kmiech
Mme Venita Stonechild
Mr. Rydn Reed
Mme Rhea Johner
Mlle Maeryn McKinley

POSITION

Principal
Vice-Principal & Gr. 1
Kindergarten
Gr. 1 & Vice-Principal
Gr. 2
Gr. 3
Gr. 4/5
Gr. 5/6
Gr. 7/8
Learning Assistance Teacher & Librarian
Release
Release
Educational Assistant

SUPPORT & SERVICE STAFF

Mme Camille Matheson
Mr. Marco Coronacion
Mme Venita Stonechild

Office Coordinator
Head Caretaker
Library Clerk & Learning Assistance Teacher

OUTSIDE CONSULTANTS

Mrs. Cyndi Jeffery
Mrs. Cheryl Arnold
Mrs. Kathryn Bothorel
Constable Joey Lalonde

School Counsellor
Speech/Language Pathologist
Public Health Nurse
School Resource Officer

ST. PAUL FRENCH IMMERSION PRESCHOOL

Theresa Shepperd
Andrea Belanger
Kendra Saretzky

Owner / Director
Assistant Director / Instructor
Assistant / Instructor

GREATER SASKATOON CATHOLIC BOARD OF EDUCATION
420 - 22nd Street East
SASKATOON, Sask. S7K 1X3
Phone: (306) 659-7000

SENIOR ADMINISTRATION

Director of Education	Mr. Greg Chatlain
Chief Financial Officer	Mr. Joel Lloyd
Superintendent – Human Resources Services	Mr. Darryl Bazylak
Superintendent of Education	Mrs. Tammy Shircliff
Superintendent of Education	Mr. Gordon Martell
Superintendent of Education	Jenise Vangool
Superintendent of Education	Mr. Scott Gay
Superintendent of Education	Mrs. Terri Fradette
Interim Superintendent of Education	Mr. François Rivard *

* Superintendent for École St. Paul School

TRUSTEES FOR ÉCOLE ST. PAUL SCHOOL

Wayne Stus	wstus@gscs.ca
Sharon Zakreski-Werbicki	szw@gscs.ca

CANADIAN PARENTS FOR FRENCH

INFORMATION

CPF – Saskatchewan

Canadian Parents for French – Saskatchewan
303-115, 2nd Avenue North
Saskatoon (SK)
S7K 2B1 Canada

Office Hours: 9 am to 5 pm, Monday to Friday.

Toll-free (in SK only): 1-800-561-6151
Phone: 306-244-6151
Fax: 306-244-8872
Email: cpfsask@sasktel.net

ÉCOLE ST. PAUL CATHOLIC SCHOOL COMMUNITY COUNCIL

École St. Paul School has an active and vibrant Catholic School Community Council. The council is an advisory group which focuses on enhancing student learning and well-being. The Catholic School Community Council also provides advice to the school administration, participates in school planning and supports the schools Learning Improvement Plan. Furthermore, the Catholic School Community Council is the official connection to Greater Saskatoon Catholic School Board of Education.

WHO CAN RUN FOR COUNCIL ?

→ All parents or guardians of students enrolled in the school may run or vote in the election of the École St. Paul School Community Council.

→ As well, community members who:

- live within the transportation attendance area of the school (as determined by Greater Saskatoon Catholic Schools)

- and are of the Catholic faith may vote or run in the election of our new school community council at the beginning of the school year.

→ Advanced nominations are accepted during the month of June and at the beginning of the school year.

→ For more information about the École St. Paul School Community Council or to put your name forward for the council, please contact the school's Office Coordinator at (306) 659-7430.

2020-2021 COUNCIL MEMBERS

Chair – Craig Meyer

Vice-Chair – Stacey Sirois

Secretary – Kathy Beattie

Treasurer – Jenna Pastor

Nutrition Positive Coordinator – Alexis Bourassa

Hot Lunch Coordinators – Alexis & Maureen Bourassa

Members At Large – Carmen Manderscheid, Margarita Sysing, Ginette Maloney,

Cynthia Reich, Mark Crandall, and Sarah Skanderbeg

ÉCOLE ST. PAUL SCHOOL PARENTAL INVOLVEMENT

Due to Covid-19 guidelines and procedures, at this time, we cannot invite parents to visit the school or volunteer with us.

ÉCOLE ST. PAUL SCHOOL GENERAL INFORMATION

THE SCHOOL DAY

Grades K - 8

8:55 a.m.	First Bell
9:00 a.m.	School starts
10:15 a.m.	Recess Cohort A
10:30 a.m.	Recess Cohort B
12:00 p.m.	Lunch Break Cohort A
12:00 p.m.	Lunch Recess Cohort B
12:20 p.m.	5 Minute Transition
12:25 p.m.	Lunch Break Cohort B
12:25 p.m.	Lunch Recess Cohort A
12:45 p.m.	All Classes Resume
2:00 p.m.	Recess Cohort A
2:15 p.m.	Recess Cohort B
2:25 p.m.	Dismissal Cohort A
3:30 p.m.	Dismissal Cohort B

- Students are asked to arrive no earlier than 8:45 a.m.
- Adult supervision is provided starting at 8:45 a.m.
- Due to Covid-19 guidelines and procedures, extracurricular activities are on pause.

SCHEDULES

Band Instruction – ~~Gr. 6, 7, 8~~

Due to Covid-19 guidelines and procedures, we cannot offer Band Instruction at this time.

Skating – Archibald Arena – ~~Grade 1 to 8 – Friday mornings/afternoons~~

Due to Covid-19 guidelines and procedures, we cannot go skating at Archibald Arena at this time.

School Assemblies

Due to Covid-19 guidelines and procedures, we cannot gather for school assemblies at this time.

ÉCOLE ST. PAUL SCHOOL CODE OF CONDUCT

Our code of conduct flows directly from our Mission Statement. Our code defines the values and vision of our school in which all relationships are conducted in a respectful and dignified manner. Our school shares with parents the responsibility to develop students' personal and social skills to achieve this vision. **Please see [Return-to-School Safety Plan](#) (latest version) for more Covid-19 related information.**

EXPECTATIONS:

Students

Students are expected to:

- attend school regularly.
- learn and use French.
- work to their abilities. This means participating in class, completing assignments and not disrupting others' rights to learn or share.
- respect others' well-being, safety and property. This means not intimidating others, hurting others emotionally or physically, or damaging property.
- be accountable for their actions. This means accepting consequences that are reasonable, respectful and related.
- be involved in learning and following the school Code of Conduct.

Staff

Staff are expected to:

- involve students in developing classroom discipline practices which utilize reasonable, respectful and related consequences.
- instill pride in the learning of the French language.
- provide a safe positive atmosphere in the classroom that is conducive to learning.
- model, teach and reinforce appropriate behaviour.
- be involved in the continued development and teaching of the school Code of Conduct.

Parents

Parents are expected to participate in the development of their children by:

- supporting punctual, regular attendance and to report any absenteeism.
- recognizing the value of the French language in all school related activities.
- cooperating with the school to resolve concerns involving their children.
- providing an atmosphere at home that is conducive to learning.
- being involved and informed, as well as reinforcing the school Code of Conduct.

ADMINISTERING THE CODE:

Students, parents, and staff must understand and abide by the code.

When problems arise, they will be resolved in this manner:

- Checking for understanding - elaboration
- Mediation between parties involved
- Consulting with parents

Consequences may include:

- discussion, problem solving, loss of privileges
- reviewing the Code and expectations
- reprimand, action plans, restitution, counselling
- referral to student services, community services
- detentions, suspensions
- alternative programming, expulsions

When the principal suspends a student, the principal will follow appropriate policies and legislation.

A student may be suspended for behaviours such as:

- intimidation, harassment or any behaviour that threatens the safety of students, parents, and staff
- possession of illegal drugs
- theft or damage to school or to others= property
- use of profanity
- overt opposition to authority

In conclusion, this Code is intended to assist students, parents, and staff in establishing expectations for personal and social conduct conducive to a safe positive learning environment. This can only happen if all individuals accept personal responsibility for their attitudes and actions.

ÉCOLE ST. PAUL SCHOOL POLICIES

Please see École St. Paul School's **Return-to-School Safety Plan** (latest version) for more Covid-19 related information.

A. DISCIPLINE

Webster defines discipline as: "**learning to be a disciple - one who follows**" and "**the training to act in accordance with rules**".

School-Wide Expectations

- École St. Paul School students are, through their words and actions, respectful of themselves, others and their environment.
- École St. Paul School students, to the best of their ability, take pride in the learning and use of French as the language of communication during school and school-related activities.
- École St. Paul School students remain within established boundaries during school and school-related activities.

Consequences

Compliance:

- Students are acknowledged, rewarded and encouraged.

Non-compliance:

- Students are expected to make restitution. (To make right the wrong)
- Students may have to participate in a learning experience.
- If a student continues to choose non-compliance, a structured discipline plan involving parents, teachers and students would be developed.

EXAMPLE: A student has been involved in a dispute (verbal) with a fellow student. The incident resulted in a pushing match. Firstly, students would have to apologize (restitution), they may then be involved in a project where they would have to work cooperatively. (Learning experience) If this behaviour becomes repetitive, parents would be informed and invited to participate in a structured discipline plan with the student and staff member.

Structured Discipline Plan

The structured discipline approach used at École St. Paul School is commonly known as "Cooperative Discipline". Cooperative Discipline encourages positive relationships between students, teachers and parents.

The action plan has five steps:

1. Pinpoint and describe the student's choice of behaviour.
2. Identify the goal of the misbehaviour or need that the student was hoping to fulfil.
3. Choose intervention techniques for the moment of the misbehaviour.
4. Select encouragement techniques to build self-esteem.
5. Involve parents as partners.

B. NEW STUDENT ABSENCE REPORTING

You have three convenient ways to report absences, and you can report planned absences in advance.

1. On your mobile device, download and install the **SchoolMessenger app** from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.com>). The first

time you use the app, select Sign Up to create your account. Select Attendance then Report an Absence.

2. Use the **SafeArrival website**, <https://go.schoolmessenger.com>. The first time you use the website, select Sign Up to create your account. Select Attendance then Report an Absence.
3. Call the **toll-free number 1-844-425-7221** to report an absence using the automated phone system.

C. TARDINESS

Students are expected to be at school on time, well rested, and well nourished. Students should be in their classroom ready for instruction at the first morning bell (8:55 a.m.). **If a student arrives late, please have them enter the school from the front doors so that the Office Coordinator can see them and change their attendance from Absent to Late.**

D. LUNCHTIME EXPECTATIONS

- Students who arrive at school by bus are expected to stay for lunch.
- Supervision is provided during the lunch break.
- Students are required **to sit at their desks** and to eat their lunch in a mannerly fashion.
- Student conversations should be appropriate and respectful of all students in the classroom.
- Students should use voices that permit other students in the classroom to also engage in conversations with students sitting around them.
- Students should be mindful that they share this space with all their classmates and that the privilege to eat lunch at school depends on their ability to be responsible for their words and their actions in this shared space.

E. LEAVING THE SCHOOL GROUNDS

Students are responsible to the school on their way to and from school. The staff of École St. Paul School is responsible for the supervision of students during the time they are at the school. Students are not allowed to leave the school grounds without written permission from a parent or guardian and a teacher's approval. A parent or guardian is asked to closely scrutinize their child's reason for requesting permission slips.

F. REPORTING PROGRESS

- There will be three formal reporting periods during the year: November, March, and June.
- Assessment takes place continuously and parents are expected to book parent/ student/ teacher conferences in November and in March. This reporting period will be supplemented by other communication between home & school in the form of phone calls, letters, emails, samples of work, etc.
- Parents should feel free to contact teachers at any time.

Following is the schedule of reporting period for the 2020-2021 academic school year:

Nov. 19 & 20	3-Way Conferences (K to 8)
Nov. 27	Progress Reports (Grade 1 to 8)
Mar. 18 & 19	3-Way Conferences (K to 8)
Mar. 26	Progress Reports (K to 8)
June 24	Progress Reports (K to 8)

G. PROPERTY

Students are expected to maintain a responsible attitude toward school property including lockers, desks, equipment, and books. Defacing property is considered vandalism. Please ensure that your personal belongings are properly labelled. Personal toys are to remain at home. Thank you for your cooperation.

H. BICYCLES, SKATEBOARDS, HEELIES & SCOOTERS

Students who come to school on the bus should not have skateboards or scooters on the bus with them. Any student riding to school on their bicycle is expected to lock their bicycle in the provided racks. Bicycles, skateboards and scooters are not to be ridden on the school grounds. Heelies (shoes with wheels) are not permitted in the school.

I. STUDENT TRANSPORTATION

Transportation Policy - Free transportation is provided to students enrolled in the École St. Paul School French Immersion Program who live within of the school bussing boundary. A two-way transportation service at no cost to parents is provided for students who live within our bussing boundaries.

- These areas include: Lawson Heights, River Heights, Richmond Heights, City Park, Downtown, Riversdale (to Ave. H), Caswell Hill (to Ave. H) and Mayfair (to Ave. H).
- Many of our students are transported to and from school by First Student. Busses drop off and pick up the students on Edward Avenue.
- First Student late bus line is (306) 343-3300.
- If you are dropping and/or picking up your child at the school, please use the main entrance on Alexandra Avenue so that children do not need to move around the school buses.
- Please note: Bussing is not provided for students living within 1.2 km of the school.

J. STUDENT DRESS EXPECTATIONS

When attending École St. Paul School, all students are expected to dress appropriately throughout the year. Good taste and modest clothing enhance a good learning environment within a Catholic elementary school and are the basic guidelines for which clothing is suitable. We ask that all students choose clothing that allows them to participate in school activities and does not create a distraction to the teaching and learning that takes place at school. The following rules will apply:

- Top wear should be appropriate and modest. Students are asked not to wear halter tops, tube tops or spaghetti straps, lasagna wide straps only. Garments should not be "see through" and midriff should not be showing.
- Clothing should convey a positive lifestyle. Students are not to wear clothing with slogans and/or pictures imprinted on them that advocate substance abuse, vulgar, prejudicial or sexist mottos.
- Students are allowed to wear shorts or skirts at finger-tip length.
- Winter jackets and headgear (e.g. ball caps, toques, hoods, etc.) are not to be worn inside the building.
- Students are asked to have footwear. Bare feet are not allowed.
- Students should have a pair of gym shoes, which are not worn outside.
- All students' boots, shoes, etc., should be clearly marked with their name.

It will be left to the discretion of staff members to decide whether the clothing is appropriate. Students wearing inappropriate clothing can expect a staff member to ask them to cover the garment in question or replace it with an article of clothing that is appropriate. If there are any questions, please contact us. Thank you students and parents for your anticipated cooperation.

K. BIRTHDAYS

In a spirit of building community and helping all children feel valued, we would ask parents to distribute invitations for activities including birthday parties directly to the family or to the families involved. Bringing invitations to school creates excitement for some and disappointment for others. Thank you for delivering invitations privately. **Due to Covid-19 guidelines and procedures, families are asked not to send any treats to share at school.**

L. MEDICATION POLICY

Greater Saskatoon Catholic Schools attempt to provide a safe and secure school environment for all students. There are policies, which outline appropriate procedures dealing with a variety of emergency situations. This includes administration of emergency medical assistance or medication. There are policies, which govern administration of medications on a regular basis. Parents must contact the principal when their child requires medication.

M. ALLERGY & SCENT ALERT ENVIRONMENT

Allergies

Several students attending our school have extremely serious life-threatening allergies to various nuts and nut by-products, dairy products, and others. École St. Paul School is committed to providing a safe and positive atmosphere for all students, parents, and staff.

- We kindly ask that parents not send any food to school with their children that may contain nuts or nut by-products. Your cooperation is appreciated.
- Furthermore, if you have a child with severe allergies needing emergency medications, please alert the teacher immediately. We also remind you to update the Epi-Pen that we have at the school. A signed permission slip and physician form is required each year for administering an Epi-Pen to students. Please check at the office or call and we will send you a form. Thank you.

Scents

We have staff members who have serious health issues with scents – even a small amount can trigger an attack. **Parents and students are asked to refrain from wearing strong scented perfumes and essential oils (ie: patchouli oil, jasmine, etc.).**

- Items that should be OK to wear/apply: Non-aerosol underarm deodorant, regular soap, shampoo/ conditioner, etc.
- Items that are NOT OK to wear/apply: Body Spray, Axe products, strong scented perfumes and essential oils, etc.

If a certain scent becomes a problem, we will address it when the problem arises. Thank you for your consideration and cooperation in this matter.

N. PHONE USE

School phone use by students should be for emergencies only and with the permission of your teacher. Students, please discuss events and play dates with your parents before you leave for school.

O. SCHOOL NEWSLETTER

A school newsletter is emailed **every second Wednesday** to each family. Please read and discuss the items and provide us with feedback as you wish. The newsletter is available on our school's website at <http://www.gscs.ca/PAU>.

P. FIRE DRILLS / EMERGENCY PROCEDURES

The expectation is that fire drills will be held ten times throughout the year. Teachers have maps for defined escape routes for exiting the building. Students must go to their designated spot outside the building to be with their classroom, even if they are working with another teacher. Students are expected to have shoes on their feet at all times. If an evacuation of the school is needed, École St. Paul students will walk to North Park School. In the case of a major emergency, where the students can be kept at school, students would only be sent home if a parent has been contacted.

Q. CELL PHONES & OTHER ELECTRONIC DEVICES

École St. Paul School policy is such that student use of cell phones and electronic devices is not permitted during the school day (8:30 a.m. to 3:30 p.m.) unless otherwise stated by the classroom teacher. Cell phones, iPods, and hand-held electronic games should be brought to school for educational purposes only. The school is not responsible for lost or stolen devices.

R. STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT

All schools in the Greater Saskatoon Catholic School Division have developed a student technology acceptable use agreement. École St. Paul promotes the use of technology in our learning. As a Catholic School, we treat everyone with respect and kindness. Our actions, our words, and our use of technology should always be a reflection of God's love for us. All students must sign the Acceptable Use Agreement before having access to school technology.

S. STUDENT POSSESSIONS (Lost & Found)

Please mark your child's belongings. Valuables should be left at home.

T. LOCKED DOOR POLICY

In an effort to increase the safety of our students and to ensure unauthorized visitors do not present an unacceptable risk to pupils or staff:

- 1) All doors, other than the front entrance doors of the school, will be locked during instructional times (9:00am-3:30pm) The other doors will be unlocked before morning, noon and afternoon recesses and locked again after recesses.

- 2) **Due to Covid-19 guidelines and procedures, all visitors (including parents) are asked to call the school and avoid entering the school unless absolutely necessary.**

U. RECESS

Students should come to school dressed appropriately to go outside during recesses. Indoor recesses will be announced by a staff member if the temperature reaches -27°C with the wind chill. **Due to Covid-19 guidelines and procedures, students who are recovering from illness need to stay home. All students at school must go outside for recess.**

V. PARISH INFORMATION

École St. Paul School has a partnership with Sts. Martyrs Canadiens and St. Anne's parish. Throughout the year, the school community will be celebrating mass **virtually** with Father Matthew from Sts. Martyrs Canadiens church. **Due to Covid-19 guidelines and procedures, we cannot have a pastoral worker / youth ministry worker from St. Anne's parish visit the classrooms at this**

time. It should also be noted that parents wanting their children to receive the sacraments of Reconciliation, Eucharist, and Confirmation can do so at their parish. If for some reason your child has missed preparations for these sacraments, please contact your parish office.

W. MORNING ARRIVALS

Please note that students should not arrive at school before **8:45 a.m.** unless they are involved with school teams or with the Boys and Girls Club (Before and After School childcare program). Please do not drop your children off during extreme weather conditions without making sure that doors are unlocked.

X. BOYS & GIRLS CLUBS – BEFORE & AFTER SCHOOL PROGRAM

The Boys and Girls Clubs offers before and after school care. The program is located in the gymnasium. Hours of operation are 7:15 a.m. to 8:45 a.m. and 3:30 p.m. to 6:00 p.m. Please use the **gymnasium door** of the school for access to the program. Please call (306) 665-1450 for more information. <http://www.bgcsaskatoon.com/>

Y. SCHOOL CLEANLINESS

Our caretaker works diligently at keeping École St. Paul School clean. To assist him in his work and be good stewards of the environment, the following rules apply:

- Outdoor footwear is to be taken off when entering the school.
- Students are to ensure that their belongings are placed neatly in their desk or lockers and that any papers, etc. on the floor are picked up.
- **Due to Covid-19 procedures and guidelines, students are asked to eat their snacks inside during allotted snack times.**

Z. GYMNASIUM

Students are not allowed in the gymnasium without the presence of a staff member or adult supervisor. Students must wear gym shoes that do not mark the floor.

ÉCOLE ST. PAUL SCHOOL ANTI-BULLYING POLICY

At École St. Paul School, we believe that every person has the right to live, learn, work, and be in a safe and respectful environment. As a result, our school community will not tolerate bullying behavior. Guided by our School Code of Conduct we will model our response to bullying behavior on the Gospel Values of hope, faith, trust, love, wisdom, courage, justice, and reconciliation.

DEFINITION OF BULLYING:

Bullying involves deliberate, directed, and repeated acts of intimidation or harassment towards another individual or group of individuals. Bullying involves an imbalance of power in the interactions that involve peer to peer, older student to younger student, or adult to child. Bullying creates fear and is not gender specific. Some different types of bullying are:

- Physical
- Verbal
- Social/Emotional
- Electronic

ROLES AND RESPONSABILITIES

Students are expected to:

- Model care, compassion, and respect in all their interactions with other students and with staff
- Learn about positive relationships by participating in classroom teachings and social skills programs
- Refuse to bully others or to be bystanders to acts of bullying
- Show responsibility and leadership by honestly reporting when they are bullied or when they observe bullying
- Accept the consequences of their behaviors

Staff members are expected to:

- Model care, compassion, and respect in all their dealings with students and other staff
- Listen to victims and reassure them that the issue will be dealt with
- Teach students about healthy positive relationships within the curriculum and social skills programming
- Teach students about what bullying is and how they can respond to it
- Teach students how to report bullying behavior and to whom they should report it
- Help identify bullies and bystanders
- Communicate with the parents of the victim and the bully
- Deal with bullying behavior in an age-appropriate manner

Parents, Guardians, Parish, and Community members are expected to:

- Actively provide a caring, compassionate, and respectful school community
- Become familiar with the issue of bullying by:
 - reading information circulated by the school
 - assisting at information sessions when possible
 - discussing the subject with their child(ren)
- Inform the school if bullying is suspected
- Work together with the school to resolve identified incidents of bullying

PROCEDURES

Prevention:

- Prevention of bullying is the goal. Prevention strategies are ongoing and will include:
 - review of the policy with Staff, Students, and Parents at the beginning of each school year
 - classroom educational experiences
 - use of social skills programming including Second Step
 - classroom discipline plans
 - the school Code of Conduct

Investigation:

- The safety and well-being of all students shall be the primary concern.
- The student(s) alleged to be engaging in bullying behavior will be dealt with individually. Information will be gathered from the students involved including any witnesses.
- A Bullying Incident Report may be completed.

Actions if Bullying occurs:

- Actions to address bullying will consider:
 - the age and maturity of the student
 - the level of physical and or emotional harm incurred
 - the context and circumstances surrounding the incident
 - similar related incidents or patterns of behavior
 - the existing relationship among the parties involved
- A monitoring plan will be put in place
- The in-school administration or the classroom teacher will contact the parents/guardians of the students involved
- The in-school administration may request assistance from Student Services, Personnel, the Police Resource Officer, or other appropriate resources.
- In the event that efforts expended by the staff with the students involved are unsuccessful and further bullying behaviors are found to occur, the formal procedures detailed below shall be followed:
 - In cases where it is determined that bullying behavior has occurred and is a part of a continuing pattern, an in-school administrator or a designate shall complete a Bullying Incident Report.
 - The in-school administration shall contact the parents/guardians of each student involved and participate in meetings to discuss their child's involvement in the incident(s). In most instances, separate meetings shall be arranged for the parents/guardians of each student involved.
 - A written record shall be kept of the plan of action and strategies to be undertaken by the school, parents/guardians, and students involved. Such records shall be kept in a confidential file by the principal or the designate and reviewed annually.
 - If the plan involves further action such as a suspension, division procedures shall be followed.

Policy Communication:

- The in-school administration shall review this policy at the beginning of each school year with all staff members and all students.
- The in-school administration shall review this policy at the beginning of each school year with parents/guardians.

ÉCOLE ST. PAUL SCHOOL HEALTH SERVICES

Please let us know if your child is suffering from any prolonged illness, disability, handicap, or taking regular medication. Such information may help us safeguard your child's health and possible prevent further complications.

STUDENT ACCIDENT INSURANCE application forms have been sent to your home.

Agent: Industrial Alliance Pacific IAP

Questions? Call: 1-800-556-7411

Website: www.kidsplus.ca

A **PUBLIC HEALTH NURSE** has been assigned to our school on a flexible basis. She may be contacted any day of the week at:

Kathryn Botherel, BSN, RN

North East Health Centre

#108 - 407 Ludlow Street, Saskatoon

Phone: (306)655-4704

The **SERVICES** outlined below will be provided:

I. Immunization

Diphtheria, Pertussis (Whooping Cough), Tetanus, Polio, Rubella (German Measles), Mumps, and Rubella (Red Measles).

II. Communicable Disease Control

In order that your child may return to school following a communicable disease (**measles, mumps, rubella**) contact our Health Unit at (306)655-4612.

Children with **chickenpox** may return when they are feeling well.

Children with **pertussis** may return to school when they feel well enough to do so. Children will be excluded for 5 days after they start medication or 21 days from onset of coughing attacks only when there is a staff person (in the same classroom as the case), who is in the last 3 months of pregnancy.

Children with the following diseases must be treated before returning to school: **eye infections, impetigo, ringworm, scabies, scarlet fever, and strep throat.**

What Are Head Lice?

Head lice are small insects that live on the scalp.

Anyone can get head lice. They are common in classrooms and day care centres because children play closely together. Head lice are not dangerous and they do not spread disease, but they are contagious and can be a very pesky problem. Having dirty hair does not cause head lice. Head lice cannot fly or jump and you cannot get them from your pets.

While they may be **found anywhere on the head**, they prefer to live on the scalp along the neckline and behind the ears. When lice bite the scalp, they cause itching.

Children with head lice should be treated and can attend school as usual.

Children who have signs of illness such as **fever, vomiting, diarrhea, or rashes** should not attend school until they are well and/or have been treated by a doctor.

III. Resource Person

for teachers, parents/guardians in areas of health education

IV. Individual Counselling and Group Teaching on matters related to health.

V. Public Health Nurse Follow-up

Communicates with parents/guardians by telephone, in writing, or by home visit. Counsels, supports, or assists families as necessary in the management of health matters.

