



École Élémentaire
St. Paul Elementary School

2019-2020

Principal: Mme Karol Cabaj-Martin
Assistant Principal: Mme Adrienne Dallaire

4520 - 48 Avenue
St. Paul, AB
T0A 3A3

Telephone: (780) 645-3537
Fax: (780) 645-2606

Absentee line: (780) 645-2935
Absentee Text: (780) 614-4612
Website: www.stpaulelementaryschool.ca

***Live, Learn and Lead Like Jesus
Vivez, apprenez et menez comme Jésus***

This agenda belongs to:

Name: _____

Address: _____

City/Town: _____

Prov.: _____ Postal Code: _____

Phone: _____

Homeroom Teacher: _____



Geographically and demographically, the St. Paul Education Regional Division No. 1 covers a large rural/urban area in Northeast Alberta. Population distribution is 'pocketed'; in parts of the Division the student population is very sparse and in other parts there is a reasonably high concentration.

The Division serves approximately 3830 students (K-12) in nineteen definable school sites staffed by some 250 FTE teaching staff and approximately 325 support staff (includes secretaries, educational assistants, custodians, librarians, maintenance personnel, liaison workers, and technicians).

Although a majority of students attending schools are rural and require bussing services, there are a number of hamlets, villages, and towns within the Division: St. Paul (where the Division's Central Office is located), Elk Point, Heinsburg, Myrnam, Derwent, Two Hills, Hairy Hill, Willingdon, Ashmont, and Mallaig.

Approximately 20% of the student population is educated through federal tuition agreements with Indigenous and Northern Affairs Canada. These students are bussed in from Frog Lake First Nation, Saddle Lake Cree Nation, and Whitefish Lake (Goodfish) First Nation.

It's our job to ensure that you and all other children in this division receive a quality education. Specifically, the board's responsibilities include:

- Communicating, informing and involving parents, staff and the community-at-large about school board decisions and activities. An example is attendance at School Council meetings throughout the year.
- Adopting an annual budget that achieves division priorities.
- Setting goals and priorities for the jurisdiction that achieve provincial education standards, meet the needs of students and reflect the community's wishes.
- Making and enforcing policies that set out standards and expectations regarding the actions of administration, teachers and students.
- Lobbying the provincial government on education issues of importance to the jurisdiction.
- Adjudicating policy or decision appeals.
- Hiring and evaluating the superintendent.

The school board is made up of seven trustees elected every four years from six subdivisions and one ward in the jurisdiction. For contact information please visit www.stpauleducation.ab.ca.

A key responsibility for trustees is to stay in touch with students, teachers and the community so that we understand, and reflect in our decision-making, what all citizens value and want for children living in this community. Examples of Board policies that are affected by community input include when schools will be open, and what happens when students misbehave at school.

Parents and students should always try to resolve concerns with their teacher, principal and/or superintendent before consulting a trustee.

More information on St. Paul Education Regional Division No. 1 school board can be obtained from the school office, the division office or from our website at www.stpauleducation.ab.ca. More information on school boards in Alberta can be found at the Alberta School Boards Association's website at www.asba.ab.ca.

Vision: Our students will be ethical citizens, critical thinkers, and leaders of tomorrow.

Mission: Working together to inspire and empower all students to grow and succeed.

Value Statements:

1. We value students first.
2. We value life-long learning.
3. We value high-quality teaching and service from all those who care for and support our students.
4. We value safe, supportive, and caring environments. When a student is in the greatest need we will provide the greatest support.
5. We honour and respect the rights and beliefs of others to make decisions about their own lives while treating everyone with the highest degree of dignity and fairness.
6. We value genuine relationships with students, families, staff, and communities.
7. We value the uniqueness of all and respect cultural, linguistic, spiritual, and religious diversity.
8. We value collaboration, open communication, and transparency.
9. We value integrity and we are accountable.

Vision – Our students are servant leaders and lifelong learners.

Mission – Working together to develop as servant leaders and life long learners.

Motto

Live, Learn and Lead Like Jesus
Vivez, apprenez et menez comme Jésus

Value/Belief Statements

1. We value the uniqueness of all students and put students and their learning first.
2. We value life long learning and believe each child can learn, progress and succeed.
3. We value a welcoming, safe, caring, respectful and inclusive environment.
4. We value Jesus’ teaching, as such, we respect religious, cultural, linguistic and spiritual diversity, while also permeating our Catholic faith in all we do.
5. We value collaboration and risk-taking that leads to continual improvements in teaching and learning
6. We value open, positive, respectful and caring relationships with all members of our learning community.
7. We value our community partnerships and supports.

Student's Rights & Responsibilities

- I have a right to learn in this school. It is my responsibility to listen to instructions and to follow school classroom rules so everyone can learn. I must be prepared, organized, listen attentively and share my thoughts in a respectful manner.
- I have a right to see, hear and be heard. I will show empathy, seek to first understand then be understood. It is my responsibility to listen attentively to others.
- I have a right to be respected in this school. It is my responsibility to treat others as I would want to be treated.
- I have a right to be safe in this school. It is my responsibility to follow safety rules and use self-control with my thoughts, words and actions.
- I have a right to privacy and to my own personal space. It is my responsibility to respect the personal property of others and to accept their right to privacy.



School Rules

Rules and expectations will be established at the beginning of the school year. To ensure a safe and caring learning environment the virtues of respect, self-control, conscience and empathy will be promoted.

According to Section 12 of the Alberta School Act (2002) and Procedure 350 of the St. Paul Education Regional School Division No. 1, students must be responsible for the following:

- Be diligent in pursuing his/her studies
- Attend school regularly and punctually
- Co-operate fully with everyone authorized by the board to provide education
- Comply with the rules of the school
- Account to his/her teacher for his/her conduct
- Respect the rights of others

Allergy Aware Zone: We are an allergy aware school. Due to the numerous children with severe allergies to certain products and food items, we take precautions to ensure children are safe. Please be aware that rules and protocols may be different according to the situation in each classroom. Please be supportive by following classroom protocols and rules.



Bicycles: Bicycles must be parked and locked in the bicycle racks provided. Students are not allowed access to bicycles during the school day.

Breakfast/Nutrition Program: Each day, from 8:25 a.m. to 8:40 a.m., all students have the opportunity to have toast with either jam or cheese. Other items such as fruit, juice boxes, granola bars, yogurt drinks and muffins may be served.

Bus Behavior: For the safety and well-being of everyone, students must ride the bus in a quiet and orderly fashion. Concerns should first be reported to the bus driver, and then if necessary, to the principal. A student may be suspended from riding the bus for a period of 1 to 5 days. Parents must make arrangements with St. Paul Education Regional Division No. 1 by calling (780) 645-3323 for any bussing inquiries. For students who board the Saddle Lake busses, questions and concerns can be addressed to Saddle Lake Education by calling (780) 726-7609.



Catholic Faith – Religious education is an essential part of Catholic schools in understanding and growing our faith. Schools support the home and family in the faith development of children. Catholic faith is permeated within our teaching and learning as well as through the daily activities throughout the year. We feel it is important that we celebrate some of the major events of our faith and come together as a Catholic Christian family in order to grow in that faith. We expect staff and students to take part in masses, school liturgies, etc...If you have any further questions, feel free to contact the principal.



Computers and Student Owned Devices: Students have access to the computers and may use student owned devices, either in the lab or in the classroom, under the direction of the teacher. Parents must sign the Network Permission form in the registration package before a student is given access to any computer in the school. Students are expected to follow acceptable technology use rules and be good digital citizens. There could be consequences for inappropriate use that affects the learning environment at school. Use of software from outside the school will not be permitted nor can school owned software be duplicated and sent home with students or parents.

Dress Code: Students, staff and volunteers are expected to wear age-appropriate clothing for attending school, and should be dressed modestly and with appropriate coverage. In order to promote an environment conducive to learning, we require the following:

- No inappropriate or offensive slogans on clothing
- No inappropriate or offensive makeup.
- No facial or body painting.
- Appropriate coverage
- Appropriate clothing and runners for Phys. Ed. classes.
- Clothes and footwear appropriate for the weather.

Emergencies: We have protocols in place to address certain safety and security issues. The following procedures are reviewed with staff and students:

- **Lock Down:** ALL staff and students have approximately 10 seconds to get to a classroom before all doors are closed and locked.

-**School Hold and Secure:** Potential danger outside of the school; all EXTERIOR doors are locked; staff and students remain indoors and away from windows; doors are monitored.

-**Shelter in Place:** Environmental or weather-related risk; all EXTERIOR doors are locked; staff and students return/remain indoors; doors and conditions are monitored and staff, students, family, etc. are directed indoors.

-**Classroom Hold:** Used to temporarily secure the school or certain areas of the school; administration directs staff and students to remain in their classrooms until further notice

- If an **Evacuation** was deemed necessary, the student and staff would vacate the premises and walk approximately 2 blocks to another school or local hall. Parents would be contacted to pick up their children. Parents should discuss with their child where he/she could go or whom he/she could contact in the event of a school emergency. Please contact the school should any of your contact information change.

Field Trips: Parents will be notified in advance of field trips and any necessary forms will be sent home. Information about special school wide and local walking trips will be shared in newsletters and via social media. A parent/guardian of a student with severe allergies or other special needs may be asked to accompany their child. In case of an injury, students will receive first aid. In serious cases, students will be sent to the hospital by ambulance. Please be aware that if your child is admitted into hospital, you will be required to come and pick him/her up. Expectations of student behavior on a field trip are the same as when students are at school. Should a student not follow the rules, a parent/guardian may be required to pick up their child. Students should be nit and lice free.

Footwear Policy: Boots or other appropriate footwear must be worn outside during the winter months and during wet or rainy weather and must be removed upon entering the school. Clean footwear must be worn within the school at all times.

Homework Practice: Homework may be assigned for practicing basic skills or for special projects. It is recommended that students read daily. Teachers may retain students at recess and/or send homework notes to ensure students understand concepts. Parents can help by checking the Student Agenda book or classroom App on a daily basis.



Hot Lunch: Our Hot Lunch Program is a fundraising initiative supported by a group of dedicated volunteers on the SPECS Fundraising Committee. Hot lunch ordering is done online. Students and staff **MUST** preorder their hot lunch for the month when the forms come out. Payment is required at the deadline. Orders will not be placed if payment is not made by deadline. No late payments accepted. Refunds are not available. Hot lunches are saved for one day and are all disposed of on Fridays.

Inclement Weather: Busses may not run in the event of extremely poor conditions. School bus cancellations and/or early dismissals will be announced on 97.7 Real Country and 840 CFCW or you can check the Division website at www.stpauleducation.ab.ca or Facebook. In very cold, stormy or wet conditions students will remain indoors. Please ensure your contact information is always up to date as parents need to be contacted. Parents can sign up for the Seesaw Classroom App so that teachers can contact parents on these days.

Interviews – Parent/Teacher: Parent teacher interviews and/or student led conferences are held in conjunction with first and second report cards.

Lice: All children will be checked for lice periodically and the parents/guardians of affected students will be contacted and expected to treat their children for lice and nits. Follow-up checks will take place. In order to participate in field trips, all students should be nit and lice free. Parents and schools share the responsibility in managing head lice in schools and preventing the transfer of head lice to other children.

Parents need to:

- Check their hair weekly
- Treat with shampoo
- Remove all nits and live lice
- Check family members
- Wash bedding & clothing
- Notify anyone who may have been in contact (i.e. sleepovers)
- Share the treatment procedures you have followed with the school

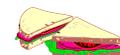
At school, we:

- Do school wide presentations
- Do monthly school wide head checks
- Train staff how to identify
- Inform parents
- Provide practical advice & support
- Do re-checks
- Be proactive so lice does not spread



Lockers: Each student is assigned a locker by the home room teacher. Students are responsible to keep lockers clean and tidy. Locker inspections may be done at the discretion of the school administration.

Lunch Hour Procedures: Bus students and town students who bring lunch **must remain in the school yard during lunch hour.** No one is allowed to leave school grounds without written permission. Parents may pick up their child for lunch but are requested to send a note to the teacher beforehand. Students who eat lunch at school will follow school and classroom rules.



Medication: School staff members are not permitted to administer medication of any kind without written notification provided by the parents and/or physician. Medications are stored in the office.

Microwaves: Students have access to microwaves in their classrooms. Due to the number of students in class and the time allotted to lunch, items to be heated should only take one minute or less.

Home/School Communication: Newsletters containing relevant student learning information and school information are sent out the last week of each month. Please mark all dates on your calendar and keep the newsletter for reference. You may have your newsletter sent through email or request a paper copy. We also have a school website and Facebook page. Teachers use a variety of communication tools such as an agenda, notes home or apps. Feel free to contact your child's teacher for information about your child or classroom learning.

Parent Participation: When parents participate in their child's education, student achievement increases. We encourage you, as parents or guardians, to:

- Show interest and ask questions about daily learning;
- Encourage and support reading and math in your daily family activities;
- Check your child's agenda every day;
- Volunteer for classroom and school activities;
- Get involved with your School Council. Your feedback matters.

Parent - Parking/Drop Off/Pick up: Parents may access our parent drop off. ENTER through the east driveway of the staff parking lot, and drop off your child/children, then EXIT through the west side. Please go slow – **only 5 km/hour.** The driver must remain in the vehicle in this zone. **Please DO NOT park in the student drop off zone, the staff parking lot and bus loading zone.** Parent parking zones are indicated. Passenger exit/entry of vehicles should occur on the passenger side of the vehicle in drop-off/pick-up zones to avoid delays. Please do not create double lanes and yield to traffic. To avoid congestion in hallways and for safety reasons, parents are expected to wait in the Gathering Area at the end of the day.

Personal Property: Students are responsible for their personal property. It is not advisable to have large amounts of money or items of substantial value at school. All items must be marked with the student's name. Although the school is not responsible for replacing lost, stolen or damaged articles, they must be reported to the staff and will be investigated by the proper authorities. Trading of belongings and toys is not permitted.

Physical Education: Students must adhere to the safety guidelines at all times. Before each activity, the teacher will inform the students of the guidelines and required equipment. Cost for these activities will be recovered by the school. Fees will be collected at registration. As an extension to the Physical Education program, the students may take part in the following activities:

- ECS (Full-time) – Swimming**
- Grade 1 – Swimming & Intramurals**
- Grade 2 – Swimming & Intramurals**
- Grade 3 – Swimming & Intramurals**
- Grade 4 – Swimming & Intramurals**
- Grade 5 – Skiing & Intramurals**

Pictures: Individual school pictures will be taken in the fall. Cheques must be made payable to the photo provider. Post-dated cheques will NOT be accepted. Retakes will be available.

Sacraments: Sacraments are prepared in the home with the support of the parish and the school. In Grade Two, the students may prepare for Reconciliation. In Grade Three, the students may prepare for First Communion and Confirmation. Contact the rectory for more information at (780) 645-3033.

School Council: School Council is one of the most effective ways to be involved in your child's education. Through school councils, parents/guardians have the opportunity to engage in education and give their parent perspective on education issues. This group can advise the principal and the school board in respect to matters relating to the school. Please watch the newsletter for dates and times and come out to meetings to learn more about educational matters, give your voice and have an impact on your child's school community! Meetings are typically the 3rd Tuesday of every month. Please contact the principal for more information.

Student involvement: Students have opportunities to partake in clubs and group activities such as community service clubs, door helpers, choir, library page, crosswalk patrol, intramurals, etc...

Student Sign-out: All students must be signed out at the office and re-registered upon return. This is to help us know who is in our building in case of emergency

School Hours:

Outside Doors Open	8:25 a.m.
First Bell	8:37 a.m.
Period 1	8:44 – 9:20 a.m.
Period 2.....	9:20 – 9:56 a.m.
Period 3	9:56 – 10:32 a.m.
Recess.....	10:32 – 10:44 a.m.
Period 4.....	10:44 – 11:21 a.m.
Period 5.....	11:21 – 11:57 a.m.
Lunch.....	11:57 – 12:16 p.m.
Recess.....	12:16 – 12:35 p.m.
Period 6.....	12:35 – 1:12 p.m.
Period 7.....	1:12 – 1:48 p.m.
Recess	1:48 – 2:02 p.m.
Period 8.....	2:02 – 2:39 p.m.
Period 9.....	2:39 – 3:15 p.m.
Preparation/Transition/Dismissal	3:15 – 3:17 p.m.



School Security: Students are assigned doors for morning arrival times. For the safety and security of your children, all SPECS outside doors, except for the main entrance, are locked all day. We ask **parents, to please use the main entrance only.** All parents, guardians and visitors **MUST** report to the office and pick up a visitor/volunteer badge. Students will be called to the office area. We encourage students to be independent and get to their lockers. At the end of the day, parents need to wait in the Gathering Area to avoid congestion in the hallway. This school has video recording in effect.

Skateboards/Scooters/Roller Blades/Wheelies: Students may skateboard, use scooters, wheelies or roller blades to/from school. For safety and liability reasons, the use of skateboards, scooters, wheelies and roller blades is prohibited in school and on the playground during recesses.

Smoking: SPECS is designated a NON-SMOKING school. Please do not smoke in the school or on the grounds at any time.

Student Absentee/Pick-up Program: If a student will be away from school, parents are asked to call (780) 645-2935 (24 hour absentee line) or absentee text (only) (780) 614-4612 before 9:00 a.m. and leave a message. Please state your complete name, the child's complete name, the child's grade and teacher's name, and the reason why he/she will be away. Teacher will be taking attendance in class by 8:41 a.m. Any students arriving after this time will be considered late and will need to stop in at the office for a late slip. All student absences will be verified at front office. The office of an elementary school is a very hectic place. Peak times are from 8:00 to 9:00 a.m. and 2:20 to 3:40 p.m. Please try to communicate arrangements for drop-off & pick-up through your child's agenda or the classroom App. Supervision ends at 3:35 p.m.

Student Discipline: We believe that effective discipline comes from teaching individuals to take responsibility for their behavior. This is more motivating in creating behavioral changes than teaching individuals to be obedient in order to avoid punishment. We believe children need to be proactive and show self-control therefore we follow the responsibility model of discipline. We will provide individuals

with opportunities to become responsible and caring members of the community. Taking into account each individual's circumstances, we will implement logical and consistent consequences.

We follow a model of progressive discipline. Each discipline incident will be dealt with on a case by case basis. We follow a 4 step model of interventions:

Step 1 - Most incidents will be handled by the Homeroom Teacher.

Step 2 - May include a referral to Think Zone or collaboration with Administration. Students may loop through Steps 1 & 2. Parents may be contacted.

Step 3 - Includes an office referral. Parents will be contacted.

Step 4 - The most serious situations may include collaboration with Central Office and outside agencies. Please refer to Fair Notice letter from registration package.

Through restorative justice practices, individuals will maintain their dignity while they develop their conscience and empathy and learn how their behavior choices impact others.

Textbooks and Library Books: Textbooks/library books must be handled with care and returned in good condition. Students will be responsible for the cost of lost or damaged books. Library privileges may be suspended at the discretion of the library staff.

Visitors: Parents/visitors are welcome at the school and **MUST** stop in at the office for a visitor/volunteer badge. Students will be called down to the front desk so as to minimize disruptions. Please make arrangements with the teacher prior to visiting the class to avoid disrupting student learning and classroom routines.

Volunteers: Parents are invited to play a larger role in their child's school community by becoming a volunteer. Those who wish to do so can contact their child's homeroom teacher, a member of the School Council or the principal. **Studies show that when parent involvement increases so does student achievement.** Teachers may request volunteers for activities related to classroom learning. Please sign in at the office for all volunteer activities.

Student Agendas: Student agendas are intended to assist students (Grades K-5) with time management and personal organization as well as to serve as a vital link between the school and home. Students are to keep their agendas with them throughout the school year. Parents are asked to sign the agenda on a daily basis. To indicate that you have read through this handbook and have discussed its contents with your child, please sign below. Thank you.

Student Signature

Date

Parent or Guardian Signature

Date