

# St. Paul School

1212 - 12 Avenue North  
Lethbridge, AB T1H 6W1

Phone: 403-328-0611

[www.holyspirit.ab.ca/st.paul/](http://www.holyspirit.ab.ca/st.paul/)

Principal: Gerry Muldoon  
Associate Principal: Tina Delinte



## **Mission Statement**

St. Paul School is a faith community  
dedicated to providing a quality Catholic education  
inspired by the living word of Jesus.

In partnership with the home, parish and community,  
we nurture, support and celebrate the spirit of each individual.

## **Vision Statement**

In the Catholic community of St. Paul School  
excellence is achieved through meeting the needs of all learners.

## **At St. Paul School, we value . . .**

**All God's Children** - We nurture, support, and celebrate the spirit of each individual.

**Learning for All** - All learners will experience success.

**Faith** - We celebrate our Catholic faith in all we do.

**Our Collaborative Community** - Many gifts . . . one spirit.

# School Handbook

2020-2021

## **Class Bell Times Monday - Thursday**

8:36 a.m. - entrance bell

8:38 a.m. - classes begin

10:21 - 10:37 a.m. - morning recess

12:16 - 12:36 p.m. - lunch

12:36 - 1:00 p.m. - lunch recess

2:06 - 2:21 p.m. - afternoon recess

3:29 p.m. - dismissal

## **Class Bell Times - Friday**

8:35 a.m. - entrance bell

8:37 a.m. - classes begin

10:19 - 10:34 a.m. - morning recess

11:39 - 11:56 a.m. - lunch

11:56 - 12:12 p.m. - lunch recess

1:17 p.m. - dismissal

### **Religion Program**

As a Catholic School, we provide daily religious studies classes for our students and we assist local parishes in preparing students for the sacraments of First Eucharist, First Reconciliation and Confirmation. Prayer is an important part of our school life and we have many liturgical celebrations throughout the year. All students who attend our school are expected to participate in all faith-based activities. Parents are a vital part of our school community and are always welcome to attend these celebrations.

### **Early Learning Program**

The St. Paul School Early Learning Program philosophy of learning through play encourages children to explore and discover at their own pace and in their own way. It is a place where relationships begin and confidence grows. Children must be 3 and 4 years of age by December 31<sup>st</sup> of the current year. Payment is due on the **first of each month** and can be paid with School Cash Online ([holyspirit.schoolcashonline.com](http://holyspirit.schoolcashonline.com)), or we would appreciate post-dated cheques for the entire year made out to "St. Paul School". The Early Learning program will begin on Monday, September 9.

### **Kindergarten Program**

The Kindergarten Program runs for full days from Monday to Thursday and ends at 1:17 pm on Fridays. Any child who is five years of age on or before December 31<sup>st</sup> may enter kindergarten in September of that year.

### **Multi-Age Program**

Our homeroom classes are Multi-Age classrooms. In a multi-age program, students of different ages and abilities are placed in the same classroom to learn. The program is student-centered, focusing on ensuring the continuous progress of each student. Students work on common themes, but at a pace and level that is developmentally appropriate for them. Students are assessed on a continuum and progress through the skill levels with scaffolding from the teachers. The program uses an integrated curriculum designed by the teachers, based on Alberta Education's Program of Studies. This program allows students some choice in what topics they will study and also allows opportunity for collaboration as they work on projects together.

### **Entering St. Paul School**

For the safety of all our children, **anyone entering the school is required to enter through the main doors and check into the office before proceeding through the school.** During school hours, the east, west and community entrances will be locked, however the main entrance by the office will remain unlocked and everyone is required to check in at the office.

### **Attendance**

**Please make sure your child attends school regularly and arrives at school on time.** The more effort and energy a child puts into learning, the more likely he or she will succeed. If a child is arriving late to school, they often miss important lessons or tests and may not catch up with their classmates.

### Absences

When a child is absent from school, parents/guardians are asked to call the school on the day of the absence. Also, if a child will be leaving the school for an appointment or some other reason, please send a note to their teacher or write in your child's agenda explaining the reason for having to leave.

### Picking Up Students During School Time

For the safety of our children we require parents/guardians to come and sign their children out at the office when they are picking up their child during school time.

- Please send in advance a note in your child's agenda informing the school that you will be picking up your child during school hours.
- When parents/guardians arrive at school they are required to come to the office and sign out their child. While signing out your child the office will contact the homeroom teacher and have your child sent to the office.

### Supervision

Supervision is provided fifteen minutes before school, at all recesses, noon hour, for the buses after school and in the office for fifteen minutes after dismissal. Anyone arriving before or after these times is not supervised. Parents are requested to make personal arrangements for their child outside of these supervision times.

### Milk Program

We provide students with the opportunity to purchase milk (250 ml carton) at lunch time each day. On Tuesdays and Thursdays white milk is available and on Monday, Wednesday and Friday chocolate milk will be sold. Milk cards can be purchased with School Cash Online ([holyspirit.schoolcashonline.com](http://holyspirit.schoolcashonline.com)) or at the office for \$10.00 for 10 milks or \$20.00 for 20 milks. Single purchases are \$1.00.

### Lunch in the Classroom

St. Paul School provides a supervised lunch program. Students have a minimum of 20 minutes to eat and more if they require it. Students within walking distance or students that can be picked up for lunch are encouraged to go home as it provides a welcome break from the school routine.

**Cell Phones, MP3 players, iPods, cameras, electronic games and/or any other electrical devices are not allowed at school unless permitted by the teacher for educational purposes.** To ensure items are not lost or stolen, students bringing electronic devices to school must drop it off in the office before school starts and pick it up at the end of the day. If staff sees items in class, they will be taken away and stored in the office until the end of the day. For the safety of our children we thank you for allowing our office staff to communicate any messages or calls as required.

### Recess

Outdoor recess gives our students an opportunity to burn off some extra energy and engage in unstructured play. After recess students are refreshed and better prepared for classroom learning. Students are required to dress appropriately for the different weather in each season. Dressing in layers of clothing allows students to take off one layer at a time. In winter they should cover their heads with toques/hats and keep warm with scarves, earmuffs and mittens/gloves. Always wear winter boots and warm socks. There will only be an indoor recess if the temperature is -20 degrees or colder. Please ensure that your child has indoor shoes that can be kept at school. In summer they should come prepared with hats and sunscreen. It is better to wear shoes, runners or secure sandals instead of flip flops for outdoor activities.

### Dress Code

When the weather is warm, students are expected to dress appropriately for school at all times. Student apparel must meet the following guidelines:

- No revealing tank tops, tops with spaghetti straps (3 fingers-wide as a guideline) or bare midriffs.
- No muscle shirts.
- No clothing with depiction of violence of any type or inappropriate or suggestive slogans or graphics.
- Shorts must be at least mid-thigh in length. No short shorts or skirts.
- Shirts and shoes are required at all times.

### School Council

Please check your monthly newsletters and calendars for a schedule of meetings throughout the year. All meetings begin at 6:30 p.m. in the staff room. Everyone is welcome to attend! Our new Council will determine the fundraisers for the year at their first meeting.

### School Fees

We now offer the convenience of online credit/debit card payments for school fees; cash and/or cheques will also be received at the office. You may register for online payments (it takes less than 5 mins!) at [holyspirit.schoolcashionline.com](http://holyspirit.schoolcashionline.com). If you have any problems regarding the payment of school fees, please contact the school office as soon as possible to make arrangements.

### Parking

The bus loading and unloading zone located on 12 Avenue North, near the playground, is reserved for buses during school hours. Only bus students will exit from the East entrance at 3:29 p.m. Parents/guardians picking up students or children walking home can exit from the main entrance or the west entrance where the drop off and pick up loop is located. The parent drop off and pick up loop is a one way. Five-minute parking is in the left lane. The right lane is for drop off only and no parking is allowed. There is also parking available to parents on both sides of 12 Street North. Please note that the staff parking lot is for staff only.

### **Bus Transportation - Bus Passes**

Alberta Education subsidizes a yearly bus pass for students that live more than 2.4 km from the school and ride the bus regularly. This pass will be issued free of charge to the students who qualify in September.

Students who are not subsidized for bus transportation will be required to pay a user fee of \$20 per month per child. A yearly bus pass of \$200 may be purchased in September. These fees can be paid using School Cash Online ([holyspirit.schoolcashonline.com](http://holyspirit.schoolcashonline.com)), or with cash/cheque in the office. Parents will be required to pay this user fee when:

- The student lives between 1.2 km and 2.39 km from the school and rides the bus regularly.

**Please remember ONLY students with bus passes will be allowed to ride the school buses.** All students who ride the buses are expected to co-operate for the safety of all passengers. Disorderly conduct, rowdiness, or lack of co-operation may result in bus privileges being suspended or cancelled.

For information on bus routes and times, please check the Holy Spirit website at <http://www.holyspirit.ab.ca/> or contact the school at 403-328-0611. Lethbridge Transit can be reached at 403-320-3885.

We do not send home paper copies of our newsletter.  
To receive your newsletter and calendar electronically, please  
register online at [www.holyspirit.ab.ca/st.paul/](http://www.holyspirit.ab.ca/st.paul/).

In addition, please follow St. Paul School on Facebook as well as our  
Twitter handle @stpaul2012.

Please regularly check monthly newsletters, calendars, student  
agendas and our website.



## **Elementary School Student Responsible Use Agreement**

The Holy Spirit Roman Catholic Separate Regional Division provides supervised access to technology and the Internet for students in order to enhance teaching and learning.

The Holy Spirit Roman Catholic Separate Regional Division provides ongoing student instruction that develops digital citizenship over time. Technology is one of the tools that students will use to develop the competencies they will need to be successful in life and work in the 21<sup>st</sup> Century. These competencies include, but are not limited to: creativity and innovation; critical thinking, problem solving and inquiry; communication and collaboration; self-directed learning and 21st Century literacy. Information and Communication Technology is an integral part of the curriculum across subjects and grades to varying degrees.

Each student is assigned a personal network login and email account. The Holy Spirit Roman Catholic Separate Regional Division reserves the right to review any material on user accounts. Inappropriate use could result in cancellation of network privileges and may result in additional disciplinary or legal actions.

This Responsible Use Agreement is required for student use of any digital device in any Holy Spirit Roman Catholic Separate Regional Division school. The Agreement will be reviewed each school year with students and teachers together and will provide a springboard for teaching and learning around topics such as Internet safety, digital citizenship and ethical use of technology.

An agreement for student and parent review and signatures will be sent home at the start of the school year. They will be kept on file by the homeroom teacher.

### **Parent Volunteers**

As you know volunteers are an essential part of our curricular and co-curricular programs at St. Paul School. We greatly appreciate all of your efforts and look forward to your continued support.

### **Volunteer Drivers**

In order to be permitted to drive students on field trips, all volunteer drivers must submit the following:

- 5 year driver's abstract;
- Proof of liability insurance of at least \$ 2 million

Individuals who have in excess of 7 demerits on their driver's abstract will not be permitted to act as volunteer drivers. Volunteers must provide this documentation before they can drive students (other than your own son or daughter) as part of a school organized carpooling arrangement.

You may acquire your driver's abstract by contacting a local vehicle registrar's office. The cost of the abstract is approximately \$25.00 (price is subject to change). Please bring the original abstract and proof of insurance to the school. We will take your original abstract and make a photocopy of your insurance and keep them on file.

### **Criminal Record Check**

In order to be able to act as a chaperone on overnight field trips or to act as a chaperone where no staff member is present to supervise, volunteers must submit proof of:

- Criminal record check with vulnerable sector search.

Before you apply for your criminal record check you will need to come to St. Paul School and pick up a letter from our Board office. The record checks can be obtained at the Lethbridge Police Services (403-327-2210). The cost for a criminal record check with vulnerable sector search is \$10.00 (price is subject to change).