

ST. PAUL'S INTERMEDIATE NEW STUDENT GUIDEBOOK 2025-26



Welcome to the 2025-26 school year! This "Guide to SPI" is intended to provide information regarding policies and operating procedures, as well as daily schedules and tips. New students and families are encouraged to reference this guide as needed, and consult with school administration, teachers, or other school staff with questions.

Any forms or policies mentioned can be found on the NLSchools website at www.nlschools.ca.

SCHOOL STAFF

Administration

Michelle Whalen, Principal
Claire Smith, Vice Principal
Dianne Hickey, Guidance
Nicole Ford, Administrative Assistant

Teaching Staff

Michelle Glavine	701
Megann Smith	702/Music
Deanne Dawe (FI)	703
Kelly Ledrew	704
Jade Downey	705

Marc Brouillette	801
Becky Barbour	802
Valerie Abbott	803
Terri-Anne Jeddore	804
Melissa Stapleton	901
Kirby Mouland	902
Jennifer Parsons	903
Clifford Budgetell	904
Rhonda Abbott	905
Taylor Gill	906
Dave Bouzane	PE/ Tech
Mark Sturge	PE/ Math
Deon Goulding	Technology

Student Support Services

Trudy Pittman	IRT
Kristi Bourne	IRT
Roger Snook	IRT
Gerri Martin	PASS
Stephen Holloway	TLA

Maintenance

Chris Burry

Custodial Staff

Student Assistants

Julian Cooper
Bonnie Kyritsis
Shawna Oake

GENERAL INFORMATION

DAILY CLASS SCHEDULE

Warning Bell 8:08 a.m.

Students and teachers proceed to the homeroom. Those arriving late must check in at the office. Attendance for homeroom will be recorded in PowerSchool.

Homeroom 8:12 a.m.

Period 1 8:16 a.m.

Period 2 9:16 a.m.

Recess 10:14 a.m. - 10:29 a.m.

Classroom doors are locked at recess.
Students can access the gym, hallways, and cafeteria.

Period 3 10:29 a.m.
Lunch 11:27 a.m. - 12:07 p.m.
Warning Bell 12:07 p.m.

Students proceed to their homeroom.
Those arriving late must check in at the office.

Homeroom 12:11 p.m.
Period 4 12:15 p.m.
Period 5 1:13 p.m.
Dismissal 2:13 p.m.

BUILDING ACCESS

Building access is restricted to staff, students, and those with an appointment. If you require entry, please ring the doorbell and wait for further instructions.

CLOTHING ORDERS

Clothing will be available using a link on our school Facebook page at various points throughout the year. Please check there regularly for updates on available items.

CHROMEBOOKS

Starting July 1, 2025 all students receiving a newly assigned Chromebook will need to complete a quick online acknowledgment to confirm they've received their device. This includes all Grade 7 students who will be getting their Chromebooks this Fall, as well as any other students assigned a device.

When a Chromebook is assigned to a student, they'll receive an Asset Acknowledgment email from the Service Desk Asset System. It's crucial to complete this acknowledgment. Reminder emails will be sent every few days until the

acknowledgement is received. Students will complete the acknowledgement after receiving the device.

Why is this so important? Completing this step promptly after receiving their device is critical to avoid temporarily losing access to your Chromebook, as periodic audit checks will be performed.

COMMUNICATION

Communication between the school and families is very important.

- Please follow our Facebook page (St. Paul's Intermediate)
<https://www.facebook.com/profile.php?id=61564843618410>
- Please check our school website for up-to-date information.
<https://stpaulsintermediate.nlesd.ca/home>
- Please add the PowerSchool app to your phone. There is both a student portal and a teacher portal. Login information will be sent home on the first day of school and can also be requested at the main office.
 - Any funds or donations for school will be paid through Rycor, which requires PowerSchool login credentials.
- Please ensure that the email and phone numbers on file are current.

DIGITAL CITIZENSHIP

Our **BYOD Policy** outlines the general expectations for the use of personal devices while in the building at recess and lunch. This policy can be found on our school website.

The use of cell phones, headphones, and other devices is not permitted during class time, with the exception of Chromebooks for academic use.

Students are permitted to use their devices during recess and lunch.

All students are required to complete forms for Acceptable Use of Technology, BYOD, and Chromebook Agreements.

EARLY DISMISSAL

In order for students to be dismissed, the main office must have contact with a contact listed on PowerSchool for the student. Please call the school, email Ms. Ford (nicoleford@nlschools.ca), or ring the bell and identify yourself/ the student for pick-up.

FOOD AND DRINK IN CLASSROOMS

St. Paul's Intermediate strives to be a healthy school with healthy students. Water is the only beverage permitted in classrooms.

- Please be advised that energy drinks are not permitted at school.

LOCKER ASSIGNMENTS

Students will share lockers by homeroom. Locks and locker assignments will be provided by the homeroom teacher and must be returned at the end of the school year.

It is the responsibility of students to ensure that their belongings are looked after and secure. SPI is not responsible for lost or stolen property.

MONEY

All money, including small donations and payment for tournaments, etc. will be collected through Rycor. This is an online

system that families will receive login credentials for on the first day of school.

Cash will not be accepted at the school.

SCHOOL COMMITTEES

The overall operation of the school is managed by committees. Your ideas and suggestions are certainly valued. This being the case, families are encouraged to join our school council or volunteer with a sports team or group. Your participation will help to improve the culture and climate at St. Paul's Intermediate.

For sports inquiries, please contact our Athletic Director, Mr. Sturge. For other inquiries, please contact the main office.

STUDENT INJURY

Should a student become injured while involved in a school event, a teacher or the school administration should be informed by the student. Contact will be made with home via phone call or email.

TELEPHONE USE

A telephone is available outside of the main office for student use.

Cell phone use is not permitted during class time, but students should come to the main office if they need to make a phone call.

STUDENT TRAVEL (VACATIONS)

Any students traveling during school time must see their subject teachers to complete the travel form located in the office. This allows everyone to be aware of the required work/ upcoming assessments that students are responsible for. Please be aware that students are required to write all assessments following a vacation or extended absence from school.

In the case of medical absence, death in the family, or other extenuating circumstances, please contact the individual teachers to make arrangements for an alternate date.

SPI EMERGENCY MEASURES

FIRE DRILLS AND EVACUATION PLANS

A fire escape route is posted in each room where students are being taught. Fire drills will be held once per month and we are required to conduct lockdown drills twice per year.

MEDICATION

The health nurse will consult with school staff on any necessary medical planning or intervention. Student medication, including Epi-pens, will be kept in the main office.

If a student requires medication during the school day, please contact the main office as there will be a procedure in place for that individual student.

Diabetic kits will be placed in all classrooms so that they are available in the event of an emergency.

It is the responsibility of individual families to update the school if there are any changes to medical diagnosis or procedures, as well as providing necessary medications. For questions, please contact our guidance counsellor, Ms. Hickey.

SCHOOL CLOSURES

School closure procedures are outlined by the District Manager of Transportation. In the event of a school closure, staff and students will receive an automated phone call from School Messenger. Families are also encouraged to check for updates on our SPI Facebook page, as well as NLSchools' School Status website.

<https://www.nlschools.ca/schools/statusreport.jsp>

STUDENT INFORMATION

ANTI-BULLYING

St. Paul's Intermediate strives to create a happy and safe learning environment. Bullying is **NOT** an acceptable form of behavior or part of school life at St. Paul's. All students have the right to enjoy learning and leisure that is free from intimidation. The SPI Anti-Bullying Policy can be found in the Staff Handbook located in the Teacher Dropbox folder.

DISCIPLINE

Effective school discipline is the result of a consolidated effort. Our discipline protocol outlines what is expected of teachers in addressing student discipline issues, as well as consequences for student misbehavior.

If you have concerns, please contact individual teachers, or the main office.

Please note that harassment of any kind is not acceptable.



DRESS CODE

St. Paul's Intermediate is a safe, caring, and peaceful school. Students are expected to dress appropriately for an Intermediate school environment that is based on the principles of respect and cooperation.

While fashion is an individual choice, any clothing that may result in an interruption of class proceedings is inappropriate.

This includes:

- Clothing that reveals or exposes sensitive areas of the body.
- Logos representative of beer, alcohol, tobacco companies, drugs and/or other illegal substances, has offensive language and/or graphics and cartoons or displays acts of violence.

In addition, students are not permitted to wear hats, hoods, or outside coats in class. These items are to be placed in lockers upon arrival at school and retrieved prior to departure.

Students are expected to demonstrate respect for themselves and others by adhering to this policy.

LATENESS

Please be mindful of the bell schedule. Students are expected to be in their homeroom by the bell.

Students late for class will check in at the office where Powerschool will be updated. Staff are required to check PowerSchool to confirm the student did check in with the main office. Repeat occurrences will result in a conference with the administration.

CURRICULUM

GOOGLE CLASSROOM

One of the best ways to stay current with ongoing class work is to check Google Classroom regularly.

For curriculum related questions, please contact individual teachers.

STUDENT EVALUATION

At St. Paul's, the NLSchools Assessment Policy is followed for all assessments, including procedures for missed tests and assignments.