

École St. Paul Handbook 2025-2026

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Welcome to École St. Paul School!

When we say *St. Paul School*, we're aligning ourselves with someone truly extraordinary. Saint Paul is one of the most remarkable figures in the Catholic faith. Once known as Saul, he was a man of great zeal who originally opposed the followers of Jesus. But his encounter with Jesus on the road to Damascus changed everything. After that transformative moment, Paul became one of the greatest missionaries the Catholic Church has ever known. He traveled far and wide, gave his life to building communities rooted in Christ's love, and wrote letters that still inspire our faith. You've probably heard "Love is patient, love is kind" at weddings – that is Paul.

The story of Paul is also deeply human. He was passionate and driven, he sometimes struggled, he often persevered, and he was always faithful. That humanity is what makes him such a powerful example for students and staff at our school. At École St. Paul School, we want to be a place where students are supported when they struggle, encouraged when they persevere, and inspired to use their passions for good.

Paul's life became a *journey in faith*—trusting God through hardship and reimagining what community could look like in Christ. His vision of a new family where everyone belonged is what it means to *learn with love*. In our classrooms and playgrounds, when students support one another, celebrate each other's gifts, and carry one another's burdens, they continue Paul's vision and work. Paul also shows us what it means to *roam with purpose*: to use our gifts for the good of others, through service, selfless kindness, and striving for excellence in all we do.

At École St. Paul School, we carry on his mission - to guide our students to *journey in faith, learn with love, and roam with purpose*. May St. Paul keep inspiring us to grow and supporting our school family each day.

Daily Schedule

Bell Schedule

8:55	5-Minute Warning Bell
9:00 – 10:30	Instructional Time
10:30 – 10:45	Recess
10:45 – 12:00	Instructional Time
12:00 – 12:25	Recess
12:25 – 12:45	Lunch in classrooms
12:45 – 2:15	Instructional Time
2:15 – 2:30	Recess
2:30 – 3:30	Instructional Time
3:30	Dismissal Bell

Arrival

- Doors are unlocked at 8:45. Students should arrive after this point, when supervision begins.
- Please sign up for the Before and After School Program through the Boys and Girls Club if you need to drop off your child earlier than 8:45.

Dismissal

- The school day ends at 3:30 PM. It is the school's responsibility to ensure that students get home safely.
- At dismissal:
 - o bus students should go directly to their bus
 - o after-school program students should check in at the gym with the program leader
 - o students being picked up should walk safely to their vehicles
 - o unsupervised children who bike or walk home should go home immediately

- Please ensure classroom teachers are aware of the after-school routine, especially if they involve the bus or after-school program.
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Communication

Clear and frequent communication between home and school is the foundation of student success. We value working in partnership with families to support learning, growth, and a positive school experience.

From the School Office

Please expect:

- **Edsby Updates:** Important school-wide messages are regularly posted on Edsby under the *River of News* or sent to you directly.
- **Edsby Calendar:** Our calendar will include all important dates. Please let us know if you notice an omission or error.
- **Monthly Newsletter:** M. Rapp sends a newsletter at the start of each month with upcoming events, key dates, and reminders.
- **Edsby St. Paul Page:** Folders include CSCC meeting minutes, school division news, and North Park Richmond Heights Community Association updates.
- **Phone Use:** The office phone is available for student use with staff knowledge at recess or after school when absolutely necessary. We want to avoid calls home for forgotten water bottles or playdate arrangements.

From Classroom Teachers

- Teachers will provide regular updates through Edsby posts or messages, including classroom events, deadlines, and learning highlights.
- Teachers may connect by phone or Edsby to share observations or patterns in behaviour or learning challenges and to develop a plan together.

How to Contact

- Parents should check Edsby frequently to stay informed. Families can send Edsby messages directly to staff members.
 - Questions or concerns related to classroom learning or environment should be directed first to the classroom teacher and then to M. Rapp if needed.
 - If there are changes to your child's end-of-day routine, please also include Mme Goodman in your message, as teachers may not see it in time.
 - The office phone number is 659-7430. M. Rapp can be reached directly at 659-7431.
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Transportation & Childcare

School Bus

- Eligible families may sign up for bus service at the office. It's an easy process for us to check if you live in the bus zone!
- Use the designated FirstView bus app to track routes and schedules. Please contact the bus service if you are experiencing issues, and keep the office informed.
- Families are asked to review bus expectations with their children. School expectations apply on the bus.
- School buses do not run if the temperature (including wind chill) is -45°C at 7 AM. Cancellations will be announced by the bus company.

Before and After School Program

- The Boys and Girls Club provides a before- and after-school program offering structured activities and supervision outside school hours.
 - Registration is available online directly through their website at bgcsaskatoon.com
 - School expectations apply during this program.
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Attendance & Health

Attendance

- Good attendance is key to student success. Please support routines that ensure students are in their seats, ready to learn, by 9:00 AM.
- Monthly attendance reports are sent automatically to M. Rapp, who may follow up to better understand and address any barriers to attendance, offering support where needed.

If Your Child Is Sick

- Please keep your child home if they are unwell. While this may be inconvenient, it helps protect everyone's health. Thank you for your support.
 - Please enter any absences directly into Edsby.
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School Climate

Faith and Community

Our community is rooted in Gospel values and Catholic teachings, guiding us to promote kindness, respect, and responsibility. These principles support academic, social, emotional, and spiritual growth throughout the year.

- Students participate as readers and leaders in faith celebrations.
- Parents are welcome at Masses, liturgies, and choir performances.
- St. Paul partners with Fr. Greg at Sts-Martyrs-Canadiens and youth ministers from St. Anne Parish.
- We are guided by the example of Jesus and St. Paul and we work to ensure our school community is a place where all students feel accepted, respected, and valued.

Safe and Positive School

We believe every child has the right to learn in a safe and caring environment.

- There are “bumps and bruises” along the way with peers, and even with friends. When a student reports problems, teachers and admin follow steps to ensure safety.

- Classroom teachers may not always see everything. Please encourage your child to inform their teacher about any ongoing social issues that may need to be addressed. Families may also follow up with the classroom teacher or M. Rapp.
 - Our school invests in a safe and positive climate by developing strong social skills, promoting empathy, learning healthy ways to resolve conflict, and valuing open and transparent communication with families.
 - Please review our division's [Student Violence Threat/ Risk Assessment notice](#).
 - Please review our division's [Working Together for Safe Schools document](#).
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Recess and Lunch Hour

Weather & Air Quality

"The window is worse than the weather" and "We aren't made of sugar" are often heard on the intercom. Please ensure your child is dressed for the weather.

- **Footwear:** Students need non-marking indoor shoes and outdoor shoes/boots for recess.
- **Cold Weather:** Our division policy is indoor recess at -27°C (including wind chill). Please label gloves, tuques, boots, and snowpants.
- **Polar Bear Club:** With parental permission, students dressed warmly enough may enjoy recess even at -27°C or colder.
- **Air Quality:** If the Air Quality Index exceeds 10, recess and lunch are indoors. Please inform teachers if your child has health needs requiring earlier restrictions.

Lunch Time

- Students eat bagged lunches in classrooms from 12:25–12:45. Healthy snacks and lunches are encouraged. We are a nut-free school.
- Students must follow lunch expectations. Repeated issues may result in eating in a different location or at home.
- There is a division supervision fee of \$100 per child (Kindergarten student fee is \$50), to a maximum of \$200 per family. Payment, in-full or monthly, can be made to the school or

through MySchoolBucks. Details will be posted on Edsby.

- Milk cards can be purchased at the office or through MySchoolBucks for \$25.
 - If your child must leave the school property, please inform the teacher in advance.
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Celebrations & School Life

Birthdays

- Birthdays are acknowledged on the morning announcement and a very, very special birthday pencil is given to the birthday child.
- Students may bring a small, nut-free snack to share. Please ensure it is easy to distribute.
- Please check with the teacher in advance about timing.
- Please discuss handing out any birthday party invitations discreetly to avoid hurt feelings.

School Events

- Annual highlights in the past have included our September Welcome Back Evening, CSCC Halloween Family Movie Night, student talent show, and Celebration of Community bike ride. All events are advertised on Edsby.
- Thank you to our staff who provide extra-curricular opportunities for students. In the past, these have included: cross-country (Grade 3-8), Marafun (1–8), basketball, volleyball, Battle of the Books (5–8), indoor track (4–8), floor hockey (4–8), choir (4–8), and student leadership. Students can listen to morning announcements for information about these opportunities.
- Liturgies and Masses are organized throughout the year. Unless otherwise stated, Masses are at Sts-Martyrs-Canadiens and liturgies in our school gym. Families are always welcome to attend, even if your child's classroom is not leading.

House Leagues

- Students are placed into house league teams—Bison, Eagle, Bear, Wolf—to foster teamwork and pride. The house league animals remind students of the qualities we

encourage and build together and are used as a springboard to social-emotional learning in our classrooms and school.

- Points are awarded for spirit days, good sportsmanship, and positive behaviour.

Spirit Days

- Student leadership organizes Spirit Days. Themes will be announced in advance through Edsby. Participation is optional but encouraged.

Hot Lunch

- CSCC organizes optional hot lunches throughout the year.
 - Ordering is online through Healthy Hunger. Details and deadlines will be posted on Edsby.
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Learning & Technology

Edsby

Edsby is our school's central hub for:

- Communication between teachers, the office, and families
- Learning stories, gradebooks, and progress reports
- Signing up for 3-way conferences
- School news and CSCC information
- Volunteer opportunities

Please tailor the notification settings to what works best for you.

Educational Technology

- Following division policy, personal devices, such as cellphones, are not permitted during the school day. If you need to contact your child throughout the school day, please call the office.

- Students will have opportunities to use school technology such as iPads and Chromebooks. Please review the Acceptable Use Policy (to be sent out in September) with your child. This will be reviewed in classrooms as well.
 - A monthly EdTech newsletter on Edsby will provide tips for navigating technology and social media at home.
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Volunteering & Involvement

Criminal Record Check (CRC)

- For field trips, teachers will communicate the required number of chaperones. In the event the response is over this number, teachers will choose and consider others for future field trips. Please ensure your criminal record check is complete before volunteering.
- All chaperones must submit a criminal record check (valid for one year). We suggest completing this at the start of the school year.
- CRC forms are available at the office. Using our form waives the police/RCMP fee.

Parent Involvement

In addition to staying up to date on Edsby, you can:

- Join our CSCC (Catholic School Community Council) to help plan and make decisions. Meetings are the first Monday of each month, with childcare if needed. Minutes are posted on Edsby.
 - Volunteer for events, committees, or classroom support.
 - Discuss donations with M. Rapp, who can arrange tax receipts.
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Miscellaneous Reminders

Toys: Please keep toys at home unless the classroom teacher says otherwise. We provide items for recess play.

Popping In: For safety, all visitors must check in at the office. To minimize classroom disruptions, office staff can pass along messages or contact teachers.
