

# St. Peter's

## ELEMENTARY SCHOOL HANDBOOK

2025-26



211 5th Ave West  
Unity, SK  
S0K 4L0  
(306) 228-4141

## Principal's Message



Welcome to the 2024-2025 school year! We're so excited to have you here at St. Peter's, a truly special place where education goes beyond the classroom. It's not just a building where children spend their days; it's a vibrant community filled with diverse individuals, each bringing their unique strengths and needs. Together, we create an environment that celebrates our shared goals and values, where everyone supports and encourages one another in the spirit of Christ. St. Peter's truly is an amazing school!

We are incredibly fortunate to have a dedicated and caring staff who are passionate about helping students shine and share their wonderful gifts. Our parish, St. Peter's, plays a vital role in our community. With the guidance of our parish priest, Fr. Matthew, students will have enriching opportunities to grow in faith through the sacraments and our daily prayers. As a united family, we can provide our children with a meaningful Catholic education, embracing this year's theme: "Pilgrim's of Hope."

We are always grateful for the support of our wonderful parents and encourage you to get involved in your child's education. We love welcoming parent volunteers, whether you want to help out in various areas or join our School Community Council. Your participation truly makes a difference! We warmly invite you to join us at the many exciting school events throughout the year.

Don't forget to check our school website regularly and follow us on Facebook to stay updated.

Blessings to you all,

Mrs. Deanna Emond

### LOCCSD Vision Statement:

"Our vision is to create faith-filled school communities where our students and staff wake up every morning feeling inspired to go to school. When at school, we want our staff and students to be fully engaged in the learning process, feel safe and supported, develop their unique talents and strengths, and return home fulfilled and at peace at the end of the day."

### LOCCSD Mission Statement:

"In a strengths-based community centered on Christ, we pray, educate and serve."

### St. Peter's Catholic School

We are a Kindergarten to Grade 6 School located in Unity, Sask. At St. Peter's we integrate Catholic, Christian values and virtues in the intellectual, social, physical and spiritual development of our St. Peter's children. Our school family is brought together by our shared belief that Jesus is Lord.

Catholic Education is characterized by identifiable signs and symbols of our faith and by the presence of Jesus in teaching and learning.

As a school family we pledge ourselves in faith and action:

- To support and strengthen our Christian relationships of school, home and church.
- To create a warm, caring, Christian atmosphere in our school through our interactions with each other.
- To respect and care for each other as Jesus does.
- To offer instruction and opportunities to improve our relationship with God.
- To ensure that all our instruction is permeated by faith.

At St. Peter's School we begin and end each day with prayer, trying to live it throughout the day.

### St. Peter's School Mission

"Working together as a Catholic community, striving to serve as Disciples of Christ."

### St. Peter's School Community Council

School councils are collective associations of parents, teachers, principals, staff, students and community representatives who seek to work together to promote the well-being and effectiveness of the entire school community and thereby enhance student learning. Executive members of the school council are charged with the responsibility to accurately represent the desires of the school community at large in their efforts to support the continuous growth and learning of all children within the school. The council mission is to promote and support continuous growth and learning opportunities for all students.

## ST. PETER'S STAFF

Mrs. Deanna Emond - Principal

Mrs. Alison Cooper - Kindergarten

Mrs. Kamryn Scherger - Grade 1

Mrs. Kelsey Akerlund - Grade 2

Miss. Taryn May - Grade 3/4

Miss. Lauren Stang - Grade 4/5

Ms. Claire Rauser - Grade 6

Miss. Abby Stifter - Student Support Services

Mrs. Donna Jackson - Classroom Complexity Teacher

Ms. Janelle Bailey - Preschool Leader

Mrs. Colette Mock - Educational Assistant

Mrs. Audra-Lynn McCubbing - Educational Assistant

Mrs. Vivian Robertson - Educational Assistant

Mrs. Paige Gagnon - Educational Assistant

Mrs. Candace Rissling - Educational Assistant

Mrs. Alexandria Stubbs - School Secretary

Mrs. Melissa Sieben - Librarian/EA

Miss Allison Leslie - Custodian

Father Matthew Ramsay - Parish Priest

(Subject to Change)

## LOCCSD Senior Administration



Cory Rideout -  
Director of Education



Jordan Kist - Chief  
Financial Officer



Karen Hrabinsky -  
Superintendent of  
Learning



Caralynn Gidych -  
Superintendent of  
Learning



Tyson Volk -  
Superintendent of  
Learning

Member of the District Board of Education - Mr. Gerald Beres

## 2025-2026 St. Peter's Elementary Student Calendar

August 2025						
Su	M	Tu	W	Th	F	Sa
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September 2025						
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December 2025						
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January 2026						
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August	
25	Teachers Back in Session

September	
1	Labour Day
2	First day of classes
15	Early Dismissal
29	No Classes
30	School Closed

October	
13	Thanksgiving
20	No Classes
27	Early Dismissal

November	
10	School Closed
11	Remembrance Day
17	Early Dismissal

December	
19	Early Dismissal - 2:30 PM Start of Christmas Break

January	
5	Classes back in session
19	Early Dismissal
30	No Classes

February 2026						
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March 2026						
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April 2026						
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May 2026						
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June 2026						
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July 2026						
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February	
9	Early Dismissal
16	Family Day and start of February break

March	
16	20 Early Dismissal
23	No Classes No Classes

April	
3	Good Friday and start of Easter Break
20	Early Dismissal

May	
4	18 No classes
25	Victoria Day Early Dismissal

June	
29	No Classes
30	Report Card Day

July	
1	Canada Day

## 2025-2026 St. Peter's Kindergarten Student Calendar

August 2025						
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September 2025						
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August	
25	Teachers Back in Session

September	
1	Labour Day
2	First day of classes (Gr 1-6)
3	First day of Kindergarten classes
15	Early Dismissal
29	No Classes
30	School Closed

October	
13	Thanksgiving
20	No Classes
27	Early Dismissal

November	
10	School Closed
11	Remembrance Day
17	Early Dismissal

December	
19	Early Dismissal - 2:30 PM KG Day Start of Christmas Break

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19	Early Dismissal
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April	
3	Good Friday and start of Easter Break
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4	18 No classes
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June	
19	Kindergarten Graduation
29	No Classes
30	Report Card Day

July	
1	Canada Day

### St. Peter's Beliefs

- We believe that Christ is the focus of our Catholic Education and integral to our everyday actions.
- We believe that parents are the first and most important educators of children and that our school exists to assist them in providing a high quality education.
- We believe that every member of our community has the right to a safe, secure environment where everyone is consistently treated with dignity and respect.

### Code of Conduct

The school staff is committed to making the school free of negative factors such as abuse, bullying, discrimination, intimidation, hateful words and actions and any form of physical violence. Our school has a code of conduct that encourages problem prevention, peaceful problem-solving techniques and the creation of a safe and welcoming environment.

St. Peter's school and your child's teacher will develop rules to help students follow the code of conduct. The rules are explained to students and are posted in the classroom and school.

Anyone participating in a school activity including students, parents or guardians, volunteers, teachers and other staff members, is expected to follow the Code of Conduct. The Code of Conduct applies even when the activity is not on school property but is school related.

- Be Respectful; For yourself, others, and property.
- Be Responsible; For your own actions, behaviors, and attitudes.
- Be a Light of Christ's by:
  - Assisting others
  - Making good choices
  - Becoming a positive, contributing member of our Community.

# General School Information and Policies

## School Hours/Door Policy

Students are asked to come to school no earlier than 8:30 a.m. Students that come earlier will not be supervised. When students arrive, they are expected to play outside or visit until the bell rings. During inclement weather, students will be allowed to remain in the school. Students are to use their assigned entry and exit doors at all times.

Visitors to school must enter through the front doors. Please ring the bell and it will be opened for you. Visitors need to sign in at the secretaries station.

## Bell Schedule

- 8:45 - First bell
- 8:52 – 9:30- Period 1 & Announcements
- 9:30 – 10:00 - Period 2
- 10:00 - 10:30 - Period 3
- 10:30– 10:45 - **Morning Recess**
- 10:45 - 11:15 - Period 4
- 11:15 - 11:45 - Period 5
- 11:45 – 12:05 - Lunch
- 12:05 - 12:25 - **Lunch Recess**
- 12:25 -1:00 - Period 6
- 1:00 - 1:30 - Period 7
- 1:30 - 2:00 - Period 8
- 2:00 - 2:15 - **Afternoon Recess**
- 2:15 - 2:45 - Period 9
- 2:45 - 3:15 - Period 10

(317 minutes of instruction)



### Noon Lunch Policy

Students often need a break during the lunch hour. We encourage all students to eat their lunch at home if at all possible. We realize that because of distance and working parents many students have no choice but to stay at school for lunch. Going home for lunch gives students a chance to relax, maybe have a hot meal and get away from the routine of school. Usually they come back in the afternoon more relaxed and eager to work. Students who walk home without a parent, must have the permission form on file at the school.

### Lunch Rules

Students who stay in school during lunch are required to eat their lunch in the classroom or another designated area. They are not allowed to leave the school grounds unless written permission, dated and signed by the parent has been provided. Students that stay for lunch are expected to behave in a reasonable manner. Rowdiness, excessive noise, throwing food or not listening to supervisors will not be tolerated.

- Students remain seated at their desk until dismissed.
- Students ask the supervisor for permission to leave their seat.
- Students clean the room and put chairs away when the lunch bell rings.
- Students are dismissed for recess by the lunch supervisor, not the bell.

Students not obeying these rules will be suspended from having lunch at school for a given period of time. It will be up to the parents to find an alternate place for their child to eat for that period of time. We hope that students consider staying for lunch a privilege that should not be abused.

### Food Allergies

**Due to a number of children with severe allergies, the following foods are not permitted in St. Peter's School: nuts or foods derived from nuts.**

### Supervision of Students in the School Yard

Before classes begin, one teacher will be in the schoolyard for 15 minutes before school starts and 10 minutes after school ends. During recess your child is also supervised in the schoolyard. Students are not supervised at other times and you should not leave young children in the schoolyard early in the morning or late after school.

If your child stays at school for lunch, the school will supervise your child.

### Attendance Policy

The law requires students who are between six and 16 years of age to attend school. If a student has been away from school for a long period of time, the school board will investigate the reasons for the absence and involve other authorities where necessary. Regular attendance is necessary if the student hopes to achieve the best results in his/her school work. If your child is absent from school or is going to be late, please notify the school by phoning the office. If your child is going to be out of school for a long time, tell the teacher ahead of time. Sometimes the teacher can suggest learning activities for your child while he or she is away from school.

### Medication Policy

Teachers or support staff are not permitted to administer prescribed medication or medication of any kind to a student without the signed consent form by a parent or guardian. Consent given by telephone is not valid and will not be accepted. Once a consent form has been signed by a parent or guardian it is then presented to the school administrator who in turn presents it to the Director of Education for his authorization.

### Living Sky Bussing Policy

Any new riders from rural areas must fill out an application form (available from the school). If you have any questions, please contact Ms Kristi Sydoruk at Living Sky School Division (306)937-7943.

### Communication Protocol

If and when a parent has a concern about what may be, or may not be happening in the classroom or within the school setting, we strongly encourage the following communication protocol:

1. Talk to the involved teacher. In the vast majority of situations, concerns can be addressed and dealt with at this level to the satisfaction of all involved parties.
2. If after this meeting some concerns still exist, parents are encouraged to discuss these concerns with the school administration. Parents are also asked to discuss any school administrative concerns directly with school administration.
3. If a parental concern is not addressed sufficiently at the school administration level, parents are invited to discuss their concerns with the Superintendent of School or Director of Education.

We at St. Peter's School see parental concerns as something positive rather than as something that is negative and to be avoided. Addressing parental concerns in an open and professional manner will allow our school to better meet the needs of our entire school community.

### EDSBY

The school uses EDSBY as its primary mode of communication with parents. This includes communications from the office as well as from your child's teachers. Student report cards are accessed through EDSBY. It is important that families are connected and turn on notifications.

### St. Peter's Facebook Page

Follow us on Facebook to see all of the exciting happenings at school! We post special events, activities and photos for all to enjoy. If you Do Not wish to have your child's photos included in posts, please fill out the OPT Out form on the last page of the handbook and return it to school.

### Keeping Contact Information Up to Date

When you registered your child for school, you listed your home and work phone numbers as well as the name and numbers of a friend or family member. Teachers use these numbers to call you about your child's school work or in case of an emergency. If these numbers change, please notify the school.

### Student Possessions

Parents, please make sure that your child's supplies, equipment and clothing are clearly labeled (especially running shoes and boots). This will help cut down on the number of lost and found items. Students who bring valuable items to school do so at their own risk. The school will not be responsible for any of those items being damaged or disappearing.

### Bicycles and Bicycle Safety

- If your child rides a bicycle to school, please remind him/her to: Obey all traffic rules.
- Park the bicycle at school in the assigned bicycle rack and lock the bicycle if possible.
- Encourage your child to wear a helmet.
- Students are not allowed to ride their bicycles on the sidewalks around the school at noon and after school dismissals. Students that continue to break bicycle rules around the school will be required to leave at home.

### Internet Usage Guidelines for Teachers and Students

The Internet Usage Guidelines is available at the office and outlines our policy for student usage of the internet at our school. This is sent home with all children when they register at St. Peter's.

### Emergency Preparedness Drills

Light of Christ Catholic Schools takes the safety of students and staff very seriously. This is why school safety procedures have been put in place to respond to threatening situations. Each year as a part of our safety plan St. Peter's school conducts 6 fire drills, three lockdown rehearsals and two tornado safety drills. These planned rehearsals are important in ensuring that staff and students are aware of how to appropriately respond in the event of a real emergency. If any deficiencies or problems are noted, then changes are made to the plan.

## Teaching and Learning in Saskatchewan Classrooms

### How Children are Taught

All students are unique and within a class each student may have a slightly different understanding of a subject. For example, some students are more advanced in mathematics and others in writing. To help each student make the next step in their learning, teachers design class and homework learning activities for all students, for groups of students and for individual students. By the end of the year, teachers will ensure that all students have covered the curriculum.

Teachers also combine different teaching strategies. For example, a teacher might instruct the whole class to introduce the structure of a story and then ask students to work in groups to look at different story examples. · Teachers find that students are more likely to learn concepts when they can “see and experience” the ideas being taught. For example, young students might work with sand and different size cups to learn about volume. Once students have completed their activities, the teacher will talk to the whole class about what they have learned. · Language skills are an important part of each subject. For example, in mathematics it is important to get the right answer and to be able to explain how it was calculated.

Teachers create problems for students to discuss and solve rather than emphasize the memorization of facts. In all subjects, students learn how to think critically. Students learn to sort out facts from assumptions, think logically, ask questions, form opinions about what they learn and express their opinions to the whole class.

We live in a global community. Teachers design learning activities to help students appreciate the experiences and contributions of all peoples.

### TO HELP YOUR CHILD LEARN

Create opportunities for family conversations so that everyone can participate, eg. At mealtime. Encourage your child to talk about his or her opinions (what he or she thinks.) It will help your child at school. Help your child get together with other students when he or she has a group project. Talk to the teacher if you would like more information about how the classroom is organized.

## Program of Instruction

St. Peter's School pursues cultural goals and the natural development of youth to the same degree as any other school. What makes our school distinctive is its attempt to generate a family spirit in the school that is permeated by the gospel spirit of freedom and love. We try to guide the students in such a way that personality development goes hand in hand with the development of the "new creature" that each one has become through baptism. We try to relate the good news of salvation so that the light of faith will illuminate everything that the students will gradually come to know about the world, about life and about the human person.

All instruction follows the Saskatchewan Curriculum, however teachers plan instruction so that faith permeates lessons and activities. Students are instructed in:

- Language Arts, Mathematics, Social Studies, Science, Physical Education, Health, Technology Education, Fine Arts & Religion.

Our commitment to spiritual education is extended into our Religious Education program which is offered to each student for a minimum of two hours every five days in all grades. Grade two students also prepare for the Sacraments of Reconciliation and Holy Eucharist. Students in sixth grade prepare for the Sacrament of Confirmation.

## Report Cards/Evaluation

Evaluation is an integral and very important part of the learning process. Evaluation of student work is an on-going process at St. Peter's School. The day to day performance of our students is one of the main criteria used in student evaluation. With the new curriculum, many criteria are used in evaluating the progress of our students.

Pupil progress is reported throughout the year with conferences held two times per year.

- Mid - November - Student-Led Conferences (4-7pm two evenings)
- Mid - March - Student-Led Conferences (4-7pm two evenings)

On the last day of school, report cards & placement for the coming year are issued. This will be supplemented by informal communication between the home and the school in the form of phone calls, notes to parents, samples of work, or additional requests for interviews.

### Student Support Services

St. Peter's School has the services of a student support services teacher. This teacher works directly with children who are experiencing difficulty with any aspect of development in the educational setting. The coordination of suitable programs for these students is completed together by the regular classroom teacher and the student support services teacher. Recommendations from other professionals within the school division or from outside agencies are also taken into consideration when necessary.

The student's strengths are utilized purposefully in order to ensure success. The student's weaknesses are determined and adaptations or modifications are completed. Coordination of the student's strengths and weaknesses leads to the production of a program that is challenging, but one at which the student is successful.

### Occupational Therapy Room

Our school is fortunate enough to have an Occupational Therapy Room. This room houses different types of equipment that are used to provide therapy to students (and even adults) who have sensory processing difficulties – from very mild to severe. We have been blessed with some donations of funds and equipment from community members which have helped to furnish the room.

### Kindergarten Program

The Kindergarten program is not a downward extension of Grade one. It is based on the premise that "play" is a child's "work". Situations are created by means of activity centers where learning is informal and is fun. Ample time is also spent on music, physical activity, story time, Religion, etc. The Kindergarten program attempts to develop the "whole" child, not just his/her intelligence. This program will continue to run half time.

### Preschool Program

St. Peter's school is proud to offer an in-school preschool program. Through both group and individual play experiences, our goal is to help your child develop and grow socially and academically. Currently there are still spots available. Please contact the school for more information.

## Co-Curricular Programs

St. Peter's School offers all students ample opportunity for involvement. Traditional activities such as volleyball, basketball, badminton and track keep our students busy. Our students can be busy all year long. Cross country running is the first organized extra-curricular activity to kick off the season.

We call our planned physical activities for the Division II students play days. The emphasis here is skill development, maximum involvement and fun. Primarily these days will involve our Grade Five and Six students. Local schools host one day tournaments in soccer, volleyball, basketball, cross country and track. Our success at such outings is not always measured in wins and losses but in attitude and knowledge of the game as well as good sportsmanship.

We have added a number of additional opportunities for students the past few years. E-Sports runs all year long. Student Council provides leadership opportunities for students and elections take place in September. Choir performances are always a highlight of anyone who has the opportunity to listen. Our musical school is also very active at the Music Festival in April.

St. Peter's School is busy! There is always an activity in the planning stages and one just wrapping up. We believe we cater to the total being . . . intellectual, spiritual, cultural and physical.

## Mathletics Program

Mathletics is an online program available to all our students. This program follows the outcomes outlined in our "Math Makes Sense" program and is used in conjunction with the regular math curriculum. This also allows our students to become more proficient in computational skills while working on specific math outcomes. All students have a username and password that allows them access to the program year-round at home and school.



## Discipline Policy

### INTRODUCTION

All segments of society have rules which govern how we interact with each other. In school, rules are set to allow all students to share equally in the benefits of our school society. As such, any offending student may lose privileges associated with the general school society. Offending students will experience consequences in keeping with the seriousness of the offense. Rules are not made to be broken. We expect each person to cooperate to make St. Peter's School a good environment in which to grow, to enjoy and to learn.

### Philosophy Statement

We at St. Peter's School believe that every child is unique. Instructional strategies that work for one student will not necessarily work for another. We feel the same way about school and classroom discipline. While we employ a consistent standard of consequences across all grade levels, sometimes a consequence that is appropriate and effective for "student A" may be inappropriate and ineffective for "student B". It is for this reason that we promote a philosophy that is consistent with the ideals of our school; with regard to discipline, as in all other matters, the well-being of the student is our first priority.

### Roles and Responsibilities

The Roles and Responsibilities, Expected Behaviors, Consequences and duties that follow are consistent with the principles of School Board Policy, The Education Act, and all other applicable laws of Canada and Saskatchewan.

### Students

The Roles and Responsibilities, Expected Behaviors, Consequences and duties that follow are consistent with the principles of School Board Policy, The Education Act, and all other applicable laws of Canada and Saskatchewan.

- Students are expected to conduct themselves in a manner that is consistent with the teachings and philosophies of the Catholic Church.
- Students are expected to adhere to all school and classroom rules and regulations.
- If, at any time, a student is in doubt about what behavior is appropriate, they are to be guided by the principles of respect (for themselves, fellow students, and staff members), common courtesy and common sense. Share, care and be fair.
- Represent our school community as an upstanding Christian citizen.

### Students Cont.

- Treat themselves, other persons in the school community, the school property and the environment with respect and dignity including: establishing and keeping a positive working relationship with parents, teachers and friends; keeping our school clean and unmarked; depositing all garbage into the appropriate garbage cans and recycle containers provided; reporting any unsafe conditions within the school or school grounds.
- Listen and respect all persons in supervisory roles including monitors, assistants and volunteers.
- Come to class on time, prepared and willing to learn to the best of their ability.
- Resolve any conflict they encounter in a non-violent manner, and ask for mediation assistance from a counselor, teacher, or administrator if necessary.
- Dress appropriately for school activities (dress which does not offend others or is degrading to themselves, and is appropriate for environmental conditions and safe play).
- Refrain from directly being involved in activities not consistent with the School Act, Board Policy or the St. Peter's Catholic School rules.
- Students are to take part in some activity during breaks and go outside unless given permission to do otherwise.
- Good language is expected at all times.
- It is the responsibility of all students to have their classrooms clean at 3:15 pm. Books and clothing are to be kept off the floor at all times.
- Bus children are to get on the buses as quickly as possible after 3:15 p.m.
- Playgrounds include the area west of the school and the north of the school. The east side of the school is off limits.
- Students must remove all dirty footwear and place it in the boot racks.
- Students must have permission to use the computers and software.

### Teachers

- Teachers are responsible for establishing and administering a set of classroom rules and regulations.
- Teachers are responsible for maintaining discipline while on supervision duty.
- Teachers are responsible for referring all "major" violations of school rules to the school administration.
- Teachers are to use their best judgment in determining what a "major" violation is. Consistent violation of a "minor" rule may be considered a "major" violation of school rules.

### School Administration

- The School Administration is responsible for dealing with all students that are referred to the principal.
- The School Administration is responsible for maintaining communication between students, teachers and parents.
- The School Administration is responsible for initiating contact with outside agencies when necessary and appropriate.

### Parents

As all parents know, best results are achieved when the school and the home work together. We encourage parents to teach and encourage the same Christian Catholic values that we teach at school. Parents are strongly encouraged to communicate with their child's teacher about any areas of concern. The goals of the school are most effective when they are supported by the home.

### Consequences of Student Behaviors

Consequences are chosen at the discretion of the teacher and/or administrator involved. The particulars of the individual incident may dictate which of the consequences is chosen. Any student referred to the Principal may be required to complete an action plan identifying his or her misbehavior(s) and the measures necessary to avoid similar problems in the future. Students who choose to violate school or classroom rules may be subject to one or more of the following:

- Loss of school privileges including recess, eating lunch at school, field trips and special events.
- School service as assigned by the teacher or administration.
- One to three day in-school detention.
- One to three day out-of-school suspension.
- A suspension of more than three days or an indefinite suspension (subject to approval by the Board of Education).

Each of the above consequences, parents/guardians may be informed in writing, and/or telephone. Parents may also be required to attend a meeting at school to attempt to resolve student behavior.

Out of school agencies and/or authorities may, at the school's discretion, be asked to intervene.

### Bullying Policy

St. Peter's has a no-tolerance bullying policy. We are proactive in providing students opportunities to engage in provincial youth forums, presentations and anti-bullying group projects. Cases are dealt with on an individual basis.

### OurSchool

A survey which is designed for grades 4 – 6 students will be administered at least once throughout the school year. This survey allows our students a voice in establishing or continuing programs and activities that pertain to each student's learning environment. Our School student goals are created to enhance student identity within the school and it gives students the opportunity to give personal input to changes that should take place at the school level.

KIDS HELP LINE - 1-800-668-6868 CHILD ABUSE/PROTECTION – 1-877-993-9911

## AUDIO-VISUAL OPT-OUT FORM

I, \_\_\_\_\_, **DO NOT** give permission to St. Peter's School and its agents to take photographs, videotape, or do audio recordings of my son/daughter. I give this release on the understanding that the materials produced will be the property of St. Peter's School and will be used exclusively for educational purposes.

\_\_\_\_\_ Parent/Guardian Signature Witness

Date

