



*At Greater Saskatoon Catholic Schools  
we are....*

### *Rooted in Faith*

- *We see God in all things*
- *A Catholic school is a community of faith, hope and love*
- *Our faith is living and growing*

### *Growing in knowledge*

- *We strive to have each student attain academic excellence, based on each one's God-given talents*
- *Students discover how their faith is part of learning and of life*
- *Our young people grow in freedom and responsibility*

### *Reaching Out... to Transform the World*

- *All are welcome, especially those most in need*
- *We reach out to transform our world*

*GREETINGS FROM...*

## **HOLY FAMILY PARISH**

In the midst of all the opportunities and challenges presented to you, is the ability to grow in your knowledge and friendship with Jesus Christ. Faith based education is a unique gift that is offered by the Greater Saskatoon Catholic School System.

We at the Cathedral of the Holy Family are an integral part of the faith formation partnership that exists among the home, the school, and the parish. We are available for leadership and support as well as intimately involved in school liturgies and preparation for the sacraments of Reconciliation, Confirmation and Eucharist. We welcome parents/guardians, students, support staff and teachers to Father Robinson School.

Together, "*We are Holy Family.*" May we all grow in our love and service for Jesus Christ.

Holy Family Cathedral Staff

## **WELCOME TO FATHER ROBINSON SCHOOL**

Welcome to Father Robinson School. We hope that you will find the information in this handbook to be useful. The intent of the handbook is to foster and develop a close working relationship between the home and school.

Our dedicated staff works diligently to create and facilitate the best possible learning environment for students. With the parents/guardians as partners in education, we will be successful in providing an environment that is conducive to your child's physical, social, academic, spiritual, and emotional growth.

A new school year presents new learning opportunities. We look forward developing a positive working relationship that encourages an open dialogue with your family. We trust that this year will be a pleasant and rewarding educational experience for your child(ren).

## **FATHER ROBINSON CATHOLIC SCHOOL COMMUNITY COUNCIL (CSCC)**

A very warm welcome is extended to our returning Father Robinson families and a special greeting to our new families. Our parent council's purpose is to support our Father Robinson families and staff to enhance the academic, spiritual, physical, and social needs of our children. We are a group of parents that meet once each month to discuss and contribute to a wide variety of decisions at the school. We co-ordinate many activities throughout the year to: support the Learning Improvement Plan and promote quality education, build community in our school environment and raise funds to support many important school initiatives and student activities.

Participating in parent CSCC activities is a wonderful way to meet other families, to contribute to the planning and decisions that impact your child(ren) as well as being informed about all aspects of school activities. All parents are invited to our monthly meetings and you can become involved as much or as little as you wish. There are many small ways to help and there are also many positions to be filled that may only require volunteering for a couple of hours

each month. So please watch the newsletter for date and times of our meetings and think about how you might be able to help or maybe you just want to listen, either way, we would love to meet you.

### **Father Robinson School**

On August 4, 1989, the Catholic Board of Education approved the construction of a new school in the Erindale neighbourhood and on August 23 the school was officially named after Monsignor Robinson.

Construction began in the fall of 1989 and continued until its completion in August 1992. Classes began on August 31, 1992 with 185 students.

The school was officially opened and blessed by Most Rev. Basil Filevich and Most Rev. James Mahoney on March 13, 1993. In September 2017, we celebrated our 25<sup>th</sup> Anniversary. The student leadership team created a contest for a school name. We officially became the Raptors.

### **Monsignor Robinson**

The school is named in honour of Monsignor Robinson. John Robinson was born in St. John, New Brunswick on June 24, 1916. He was ordained to the priesthood for the Diocese of London, Ontario on May 30, 1942. He came to Saskatoon with Bishop Pocock in 1944 and remained until his death on April 4, 1974. As a parish priest, he served the people of St. Paul's Cathedral, St. Michael, St. Philip and Holy Spirit Parishes. He was named Vicar General in 1964 and a Domestic Prelate in 1965. Monsignor Robinson was a good and strong leader in the Church, a special friend to priests and a person with a particular concern for young people. Among the many things he is remembered for is his continued and active support of Catholic education.

Father Robinson School is dedicated to St. John the Baptist (the patron Saint of teachers).

## **GREATER SASKATOON CATHOLIC SCHOOLS MISSION STATEMENT**

Greater Saskatoon Catholic Schools adopted its new mission statement in August 2009. The Board of Education carefully considered input from students, staff, parents, parishes, and community partners. Trustees believe the new mission statement clearly and eloquently states the division's purpose, not only for those within our school division but for the wider community as well.

Greater Saskatoon Catholic Schools: a welcoming community  
where we nurture faith, encourage excellence in learning  
and inspire students to serve others, making the world a better place.

**We love because He first loved us.**

– 1 John 4:19

**Rooted** Growing Reaching *Transforming*

## **FATHER ROBINSON MISSION STATEMENT**

“The signs of the Spirit among us are love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.” Adapted from Galatians 5:22-23

We, the Father Robinson School Community, securely rooted in the Gospel values of Christ, aspire to live according to God’s will. With Jesus as our teacher and model we will:

- Strive to develop a sense of Christian morality based on Gospel values which will serve as guiding principles for our lives.
- Understand that life is a gift by showing respect for the property, safety and well being of ourselves and of each member of our school community.
- Appreciate God’s gifts by doing our best to develop spiritually, morally, socially, physically, and intellectually.
- Nurture a safe, caring environment in which each person can feel emotionally and physically safe and valued.

Called by the Gospel and guided by the example of determination and courage of Father Robinson we look upon each day as a gift, an opportunity to learn and grow. Our actions will be based on the faith, hope and love of Christ.

## **PROMISE STATEMENT**

“Success for every student in a safe, caring, fun and faith-filled learning environment.”

## **ANTI-BULLYING POLICY**

### **Statement of Policy:**

We believe all students have the right to a safe, caring, and respectful school environment free from bullying behaviour.

As per Greater Saskatoon Catholic School Division Policy, Father Robinson School will not tolerate bullying behaviour. Guided by Gospel Values, the behaviour will be dealt with in an appropriate, respectful, and timely manner.

### **Definition of Bullying:**

*Bullying happens when someone is significantly hurt emotionally or psychologically by the actions of one or more students, fears that it will happen again and feels powerless to prevent this. These negative actions are intentional and hurtful. Bullying can be verbal, physical, relational, electronic, or reactive. Bullying involves an imbalance of power and is not gender specific.*

## CODE OF CONDUCT

### Students

I have the ***RIGHT*** to be a valued member of the Father Robinson Catholic School community. It is my ***RESPONSIBILITY*** to model Christian values so that all students and staff in the school community are able to develop and contribute to their full potential.

I have the ***RIGHT*** to learn in an inviting and caring school. It is my ***RESPONSIBILITY*** to attend school regularly, have a positive attitude toward learning, be punctual, and be prepared for class. I must strive to achieve my personal best everyday.

I have the ***RIGHT*** to be heard. It is my ***RESPONSIBILITY*** to share my viewpoint politely, and to listen attentively when others speak.

I have the ***RIGHT*** to feel safe and be treated with respect. It is my ***RESPONSIBILITY*** to be kind and to care for myself and others in my words and actions.

I have the ***RIGHT*** to my own personal space and property. It is my ***RESPONSIBILITY*** to respect school property, my own property, and to respect the right of other persons to have safe personal space and property.

## CODE OF CONDUCT

### Staff

I have the ***RIGHT*** to be a valued member of the Father Robinson Catholic School community. It is my ***RESPONSIBILITY*** to model Christian values so that people in the school community are able to develop their gifts and reach their full potential.

I have the ***RIGHT*** to learn and work in an inviting and caring school. It is my ***RESPONSIBILITY*** to set personal professional goals and to work collaboratively with others to develop an effective (professional) learning community.

I have the ***RIGHT*** to be heard and informed. It is my ***RESPONSIBILITY*** to share my viewpoint politely, and to listen attentively when others speak.

I have the ***RIGHT*** to feel safe and be treated with respect. It is my ***RESPONSIBILITY*** to be kind and to care for myself and others in my words and actions.

I have the ***RIGHT*** to my own personal space and property. It is my ***RESPONSIBILITY*** to respect school property, my own property, and to respect the right of other persons to have safe personal space and property.

## CODE OF CONDUCT

### Parents

I have the **RIGHT** to be a valued member of the Father Robinson Catholic School community. It is my **RESPONSIBILITY** to model Christian values.

I have the **RIGHT** to be involved in my child's education. It is my **RESPONSIBILITY** to support and nurture my child's learning.

I have the **RIGHT** to be heard and informed. It is my **RESPONSIBILITY** to share my viewpoint politely, and to listen attentively when others speak.

I have the **RIGHT** to feel safe and be treated with respect while attending all school activities. It is my **RESPONSIBILITY** to conduct myself in a kind, caring and polite manner in my words and actions.

I have the **RIGHT** to my own personal space and safety of personal property while attending school activities. It is my **RESPONSIBILITY** to respect school property, my own property, and to respect the right of other persons to have safe personal space and property.

## SCHOOL REGISTRATION

New students must register at the office in person, or e-mail. Children will be admitted to kindergarten provided they are 5 years of age on or before December 31<sup>st</sup>. A kindergarten parent information meeting is held prior to classes beginning.

Children who wish to register for Grade 1 must be 6 years of age on or before December 31<sup>st</sup> of the year in which they wish to register.

Students are encouraged to **pre-register** for the new school term. Please see the newsletters for details.

## FAMILIES OF OTHER FAITHS

Father Robinson is inclusive and welcomes families of other religious faiths and Christian denominations. All children enrolled at Father Robinson are required to take classroom religion instruction. Parents of Non-Catholic students must complete the Declaration of Status section on the registration form.

## SCHOOL SUPPLIES

Personal school supplies are the responsibility of the parents. A supply list is posted on the school website.

## EMERGENCY FORMS

Should your children encounter an emergency situation at school, Father Robinson staff must be prepared with pertinent information. The "Emergency Form" ensures such a response is available. "THE RESPONSIBILITY TO

UPDATE THE INFORMATION LIES WITH THE PARENTS”. Forms are sent home each year. Updated health forms for students with allergies are also requested yearly.

## GENERAL EXPECTATIONS

All students and staff will develop a spirit of reverence through their participation in religion class, in liturgies, and through their personal faith commitment.

The Father Robinson Mission/Promise Statement and Code of Conduct identifies the desired goals for the conduct and expectations of students, staff, and parents while at school or school related activities.

Students should have the necessary school equipment described on their supply lists. Appropriate materials and gym wear should be available at the school throughout the year.

**Students are expected to move throughout the school in an appropriate, orderly manner. The gym is out of bounds to students unless supervised by a teacher.**

**Students are not to leave the school grounds during school hours, (recess and noon hour) without their teacher’s permission or a parent’s/guardian’s written consent.**

## DRESS CODE

Over the past few years, the more prescriptive aspects of a dress code have evolved into something closer to a case-by-case examination of “appropriate dress guidelines.” As such, we offer the following guidelines to outline our beliefs:

- That we can rely on the good judgement of parents and caregivers to determine the clothing children should wear to school.
- That how we dress affects our attitude and behavior. Students and staff are encouraged to dress for success in their roles as learners and professionals in a Catholic education setting.
- That weather, activity, age and many different variables cause great variation in what can be deemed reasonable and respectful.
- That clothing with vulgar language or themes of racism, sexism, drug, alcohol and tobacco will not be allowed.
- That students have the clothing necessary to participate in school activities and outdoor recesses.
- If a student’s clothing choice is questionable, a conversation will ensue, and the student may be asked to change their attire.

## TECHNOLOGY

### Acceptable Use Policy Grades K-2

The following general guidelines apply:

1. Show appropriate behavior when using and caring for school devices
2. Practice safe, respectable on-line behavior
3. Respect the privacy of others

Below is a set of guidelines for acceptable use that students will be asked to follow when using school devices.

### Acceptable Use Policy Gr. 3 - 8

Father Robinson promotes the use and integration of technology in student learning. Technology use shall be rooted in faith, growing in knowledge and reaching out to transform the world.

We use technology to: <http://www.education.gov.sk.ca/TEF/english>

- Communicate effectively to share ideas and understandings
- Collaborate and learn from others during inquiry
- Produce creatively
- Construct and represent personal knowledge and meaning
- Locate and access digital information
- Participate discerningly in a global digital society

Father Robinson recognizes that many students bring their own devices. Based on Provincial guidelines, cell phones are not allowed at school during the school day.

**Note: The Acceptable Use Policy will be reviewed at the beginning of the school year. A copy will be sent home.**

## DISCIPLINE

Catholic education is based on the traditional concept of self discipline. Students are encouraged to exercise good judgment and demonstrate Christian values in all their relationships. The staff at Father Robinson believe that mistakes are an opportunity for learning and endorse cooperative discipline practices. The fundamental premise of cooperative discipline is that every student has the potential for choosing appropriate behaviour and for becoming a responsible citizen of the school community, regardless of background or current level of functioning.

**Cooperative discipline involves teaching students how to choose appropriate behaviour in all situations and to accept responsibility for their actions, a much more comprehensive goal than just teaching students to follow rules.** Students are invited and given the opportunity for reflection and given the responsibility of developing a plan for future behavioural choices. Consequences for inappropriate behaviour will be implemented to provide a safe yet caring educational environment for all students. Students who will not



accept their responsibilities will be dealt with in a reasonable, related, and respectful manner.

A consequence will be determined by the staff involved according to the severity of the behaviour, the age of the students and the frequency of the problem. Consequences may take the form of:

- \* discussion with the student by the teacher
- \* verbal reprimand
- \* parent notification
- \* completing Student Reflection/Action Plan
- \* removal of privileges
- \* detention
- \* time-out
- \* restitution
- \* in-school suspension or out-of-school suspension
- \* behavioural contract

**In the event of serious and/or repeated student misbehaviour, the parents/guardians will be informed.** Father Robinson is a caring, safe place of learning and appropriate behaviour is expected.

## **PARENTAL COMMUNICATION**

We believe that communication is the cornerstone of building a positive, healthy, and happy school and community. Should parents have a concern regarding the school and/or their children, they are to call the teacher or principal directly.

The quickest way to resolve a potential problem is to discuss the concern or issue with school staff. We believe parental support and co-operation is essential in keeping our school a positive and safe environment.

## **SCHOOL NEWS**

School news will be updated on our website. Please check it regularly for updated information. Families enrolled at Father Robinson will also receive information through the school communication system. (Edsby)

## **ABSENCE FROM SCHOOL**

Regular school attendance promotes academic success. **It is the responsibility of the parent/guardian to inform the school of an absence by using the attendance reporting system. Available on our website.** If parents have not contacted the school, the school will attempt to contact the parents at home or at another number if requested. This is a time-consuming task which can be alleviated by reporting absences in advance.

SCHOOL HOURS (315 min. of instructional time per day)

8:35 students should be in their classrooms  
8:40 - 9:55 Classes begin  
10:10 - 10:25 - RECESS  
10:25 - 11:40  
11:40 - 12:25 - RECESS & LUNCH (Lunch 12:00-12:25)  
12:25 - 1:55  
1:55 – 2:10 - RECESS  
2:10 - 3:10  
3:10 Dismissal

## **SCHOOL ARRIVAL/DEPARTURE**

Students are expected to arrive at school **no earlier than 8:20 am** unless they are involved in Extra-Curricular Activities or enrolled in the Before and After School Program. Students accessing the Before/After School care or for extracurricular activities are to use the front entrance to enter the school. Boot room and classroom doors will open at 8:20 a.m. Following the end of day dismissal, students are expected to leave school promptly to catch the bus, go directly home to their caregivers or report promptly to the Before and After School Program.

## **RECESS/NOON HOUR**

Students are expected to go outside during the breaks. Students must always remain within a reasonable supervision area for their own safety.

Extreme weather policy: An optional recess will be called if the temperature is between -26 to -29. A compulsory indoor recess will be called whenever the temperature is -30 or colder.

Mandatory indoor recess may be called because of rain, sleet, or wind. The school provides four supervisors to supervise students at recess. During optional recesses, one to two supervisors will be outside and the remainder will be inside.

## **SCHOOL LUNCH PERIOD**

**(12:00 p.m. – 12:25 p.m.)**

Students have the **privilege** of eating lunch at school when it is not possible to go home. It is advisable whenever possible for students to go home/or to a sitter's house for lunch. Students are better able to focus on their schoolwork when they have had an opportunity to enjoy a break from school during the noon hour. We recognize however, that it is not always possible for students to go home at lunchtime. Therefore, the following expectations are outlined to ensure a safe, positive lunch period. At 11:40 a.m. students staying for lunch will be dismissed for Play/Activity time, then at 12:00 p.m. students will return inside the school for their lunch. Students are expected to wash their hands before and after eating.

1. Following the noon hour play/activity time break students return to their classroom to eat their lunches at their own desk. They are to eat in a

quiet and orderly manner, similar to the behavior expected while eating in a restaurant.

2. When the students are finished eating, they are to clean up their desk and find a quiet activity in their classroom until classes begin for the afternoon.
3. Before eating their lunch and weather permitting, students are required to go outside and play until 12:00 p.m. (warmer months) or 11:55 (colder months).
4. Students must follow lunch time expectations as requested of them by their teacher(s) or the staff members on lunch supervision.
5. Students experiencing difficulties during the noon lunch period will be reminded by the staff on supervision of their lunch room responsibilities.
6. Repeated misbehavior (2<sup>nd</sup> time), during the lunch period will be reported to parents. If the misbehavior continues (3<sup>rd</sup> occurrence) students will be asked to eat their lunch away from the school for a period of time.

Our school is a **nut alert school**. Students are reminded that trading food items is **not** recommended due to the number of students with various food sensitivities that may lead to severe allergic responses. **Hand washing before and after eating is essential.**

Students are expected to go outside except in cases of extreme weather or if they choose to watch an announced sports event. If they choose to go to the gym, they are expected to cheer appropriately. No food will be allowed in the gym area. **\*Unless students go home for lunch, they are expected to remain on the school grounds unless a signed note from the parents is provided to the classroom teacher. (ie. friend's home, restaurant, convenience store).**

## **CURRICULAR PROGRAMS**

The academic program follows the Ministry of Education Curriculum. Students take all subjects plus religion as a locally determined option. The permeation of the Catholic faith is incorporated into all curriculum areas plus formal religion classes. Greater Saskatoon Catholic Schools are committed to assessment and evaluation practices that recognize a variety of learning styles and academic needs. At our annual "Meet the Teacher Night", each teacher provides an overview of the curriculum expectations for that particular grade(s).

### **BAND**

Band instruction is available to Grade 6, 7, and 8 students. Classes are twice a week during the regular school day and requires practicing at home. Students will display their skills to parents and students through band concerts and music festival performances during the school year.

## **COMPUTERS**

Computers are used to enhance instruction and reinforce various skills such as keyboarding and word processing. We use a network computer lab, portable lab, iPads, and stand-alone computers in individual classrooms. Computers have Internet access for student use under the direct supervision of staff. (No use of social networking sites are allowed.) Teachers integrate computer technology into many curricular areas.

## **LEARNING ASSISTANCE PROGRAM**

The LEARNING ASSISTANCE teachers (LAT) work in collaboration with classroom teachers to develop and implement appropriate instructional interventions to better meet the needs of students. Support is provided in a variety of methods including collaborative planning, team teaching, small group instruction and individual student assessment. The role of the LAT is flexible, allowing for opportunities to meet the individual needs of students. Students identified with intensive needs receive additional support for learning with Educational Assistants. Quality instruction is provided through a team approach working with students, parents, and other special service staff.

## **INQUIRY-BASED LEARNING**

Our Learning Resource Centre, as part of the total school program, is designed to assist our students to become independent, life-long learners. To achieve this, the teachers and the teacher-librarian cooperate in the planning and teaching of units of study which will help students learn the skills necessary to find, assess, organize, and present information from a variety of sources.

To facilitate the operation of our teaching programs at individual, group and class levels, our Learning Resource Centre contains a variety of media including books, periodicals, and audiovisual materials. Students are instructed and encouraged to make use of all materials at times during the school day convenient to their learning program.

## **SCHOOL LIBRARY**

The major goal of the library is to provide students and staff with materials and a program which supports and supplements the curriculum and provides enrichment. Students are provided with the opportunity to sign out recreational reading material each week. The borrowing time is 2 weeks, but books may be renewed if additional time is needed.

## **PHYSICAL EDUCATION**

When teaching Physical Education, staff must adhere to the Ministry of Education and Greater Saskatoon Catholic School Board policies. These safety issues include facility safety, equipment safety, instruction/supervision, and clothing/footwear (clean, non-marking running shoes for physical education classes are a necessity). These safety policies apply to both instructional classes

and recreational play during regular school hours. Written permission is required from parents/guardian for their child to participate in special physical education activities that take the students outside of the school.

## **FAMILY LIFE**

Father Robinson School offers the Fully Alive Family Life Program for students in Grades 1 to 8. The program covers the following five themes:

Created and Loved by God

Living in Relationship

Growing Sexual: Male and Female

Growing in Commitment

Living in the Word

## **SOCIAL SKILLS**

Second Step (2012) Social Skills Program is the key resource for K-Gr. 8 instruction. Lions Quest Program Skills for Growing (Grades K-5) and Skills for Adolescents (Grades 6 to 8) may be used to supplement and enhance the curriculum. The themes (self-discipline/regulation, empathy, responsibility, good judgment, self-confidence, decision making and goal setting) help students develop their personal and effective group member working skills.

## **REPORTING STUDENT PROGRESS**

**Progress Reports** are available for students in Grades 1-8 three times a year in the fall, spring and June. Progress reports for Kindergarten students are available in March and June. As part of the assessment process student portfolios are developed at each grade level. A portfolio is a purposeful collection of student work that tells the story of his/her growth and achievement as a learner. Three Way Conferences involving the parent, student and teacher are scheduled for all families during Term 1 and Term 2.

**Individual contact between parents and teachers is on going. Parents are encouraged to contact teachers at any time throughout the school year.**

## **CARE PARTNERS**

Care Partner activities are an important part of our program. Big and little buddies get together for projects, reading and physical education activities. The Care Partner Program promotes positive interaction between students of all ages. Usually children at the K-Grade 3 level enjoy care partners with students in Grades 4 - 8.

## **LEARNING ACTIVITIES OUTSIDE THE SCHOOL**

Out of school activities and excursions are an integral part of our educational programs. Direct personal experiences with the natural environment and with the many places where student knowledge of cultural, historical,

recreational, and social aspects of life can be enhanced is beneficial. Learning activities outside the school help students develop self-reliance, initiative, responsibility, and co-operative attitudes. Excursions provide the students with real world exposure that enhance the curriculum. Parents are requested to complete one information/permission form at the beginning of each year for in-town excursions. Teachers will inform parents of each upcoming excursion.

Classroom teachers provide detailed notes regarding the purpose of the excursion. If transportation is in a private vehicle, it is necessary that the driver hold a package policy. A photocopy of the driver's valid license must be given to the classroom teacher prior to the Field Trip departure. **All passengers must use a seat belt.**

## CLASSROOM ORGANIZATION

Each year in late May/early June tentative classroom organization for the new school year begins. At that time parents are invited to share relevant information about their child's placement in writing (letter or e-mail) addressed to the principal. This input is used to determine class lists before they are posted on the first full day of school. Once class lists are posted at the beginning of the school year, changes are difficult.

## FIRST BUS TRANSPORTATION SERVICE

The School Board provides free bus transportation to those families living in the Arbor Creek for our English program. Our French students are bussed from Arbor Creek, Forest Grove, Sutherland and Willowgrove. First Bus will contact the families registered for bus service with pick up/drop off location and times prior to the start of school. For the safety of your child, parents should have a contingency plan in place for times when the bus is late, they miss the bus (at home or school) or if the bus does not run its usual route (due to a storm, accident, etc.). Please ensure that your child knows what to do in these cases. First Student has a website to check for any delays or cancellations <http://saskatoon.firststudentinc.com>

All students living in the Erindale neighbourhood are considered within walking distance.

## BICYCLES, SKATEBOARDS, SCOOTERS, ROLLER BLADES

Children are welcome to bring bicycles, scooters, roller blades and skateboards to school, but they cannot be used at break times. **Students must stay away and off parked bikes at recess and noon hour.** We cannot guarantee the safety of bicycles. Bicycles that are brought to school should be locked in the bicycle rack immediately on arrival. Bicycle helmets are mandatory for all class bicycle trips.

Skateboards, scooters and roller blades are not to be used while at school and must be safely stored in the student's locker upon arrival to school. These personal items are the responsibility of the student.

During the winter months soft sleds are provided for students to use on the hill.

## FIRE DRILLS

Safety concerns mandate that drills will be held periodically throughout the year. All rooms have a map defining escape routes for exiting the building. Each class has a designated meeting place outside the building. Students are expected to wear shoes at all times for personal health and in the event of an emergency.

## LOCK DOWN

In the event of a serious situation in the school/community and/or the notification has been given by the Saskatoon City Police a school lock down may be necessary.

- **FULL LOCKDOWN**- Alerts staff and students that imminent danger exists inside or outside the school. A general announcement (repeated twice): **“A full lockdown is in effect. No one is permitted to leave the building.”**
- **PERIMETER LOCKDOWN**- Alerts staff and students that an emergency/ crisis exists near or at the school and requires an enhanced level of safety. A general announcement (repeated twice): **“A perimeter lockdown is in effect. No one is permitted to leave the building.”**
- **SHELTER IN PLACE**- Alerts staff and students that the outside atmosphere is hazardous due to suspected chemical, biological or radiological incident (Air Quality or Environmental reasons). A general announcement (repeated twice): **“A shelter in place lockdown is in effect. No one is permitted to leave the building.”**

## SCHOOL PERIMETER LOCK DOWN PROCEDURES

1. Teachers/students remain in their classrooms and their day continues as usual.
2. Office Co-ordinator notifies school Superintendent or designate.
3. Principal/Vice Principal/Head Caretaker or designate lock all exterior doors.
4. Support Staff/Principal or Vice Principal or designate monitor the hallways.
5. Principal/Vice Principal or designate monitor the front door.
6. Parents must use the front door when picking up their children during a Perimeter Lock Down. Identification may be requested by staff if the parents are not well known to staff.

## FULL LOCKDOWN PROCEDURES

While in Full Lock Down the following procedures are followed to ensure the safety of students, staff, and visitors.

1. Quickly, calmly, and quietly seek shelter in a location in the classroom, office, washroom, or nearby room.
2. Staff will immediately ensure that the classroom door is locked, lights are turned off and all persons are out of view, blinds are closed, windows in classroom door is covered.

3. Students that are in the hallway are instructed to seek shelter in the closest available classroom, office, or room that they are near at the time of the Full Lockdown announcement.
4. Students in the washroom/change room are instructed to remain in the washroom/change room and seek shelter in a stall/corner of the change room. Lights should be turned off, if possible.
5. Students, visitors and staff must remain in “Full Lockdown” until a member of Police Services informs them it is safe to leave.
6. During a Lockdown either Full or Perimeter, students, staff, volunteers, and visitors are **not allowed** to use **CELL PHONES**. Staff have been instructed to collect all cell phones in an emergency. Excessive use of cell phones may interfere with Police communications (unless directed by Police Services).
7. During a Full Lockdown, no one is permitted to enter or leave the school building. Police Services would be outside of the school to ensure safety of members of the community.

### SCHOOL EVACUATION

In the event of an emergency and it is necessary for Father Robinson students and staff to leave the building, our emergency location is Dr. J.G. Egnatoff Elementary School. **Upon arrival at Dr. J.G. Egnatoff School staff members will contact parents/guardians.** In the event of an **environmental disaster** Father Robinson students and staff would be **transported out of area to Holy Cross High School**. Upon arrival at the emergency location parents/guardians would be notified. **Use of student cell phones is strictly prohibited during emergency situations.**

### STUDENT POSSESSIONS (Lost & Found)

Please mark your child’s belongings. Found items are placed in a bin that is located by the Art/Science Room. Valuables should be left at home. If a child brings valuables to school, the child does so at their own risk.

### EXTRA CURRICULAR ACTIVITIES

The following sports may be coached by staff volunteers:

Cross Country	September	Gr. 4-8
Volleyball	Oct - Nov	Gr. 7/ 8
Indoor Track	Dec - Mar	Gr. 5-8
Basketball	Jan - Mar	Gr. 7/8

Students are encouraged to participate and will play approximately equal time in games, provided they have attended practices and demonstrated a positive attitude and respectful conduct towards team-mates and coaches. The focus of the program is on improving skills, working co-operatively as a team, and exhibiting good sports-personship.

Other extracurricular programs are also offered. These may include choir, chess club and other clubs determined by staff expertise and student interest. Senior students also have an opportunity to demonstrate leadership by working as a Student Leadership Team, lunch buddies and reading buddies.



## HOUSE GROUPS

Students at Father Robinson have been placed in House Groups to help facilitate and organize activities. The House groups are as follows: **Eagles, Condors, Hawks, and Falcons**. Each group has students from kindergarten to Grade 8. Students remain in their House from year to year.

## PARTY INVITATIONS

In a spirit of building community and helping all children to feel valued, we would ask parents to distribute invitations for out of school activities including birthday parties directly. Bringing invitations to school creates excitement for some and disappointment for others. Thank you for delivering invitations privately.

## PARISH INFORMATION

The school works closely with Holy Family Parish to help parents prepare their children for the sacraments of Reconciliation, Eucharist and Confirmation. If for some reason your child has missed preparations for these sacraments, please contact the Pastoral Assistant, at the parish office at 306-659-5800. We are pleased to have the Cathedral of the Holy Family priest(s) and staff join us for classroom visits and liturgies.

## ST. JOSEPH HIGH SCHOOL

St. Joseph High School is the Catholic High School for our neighbourhood. Staff from St. Joseph High School visits our school in February to discuss programs and High School life with the Grade 8 students. There is an information evening offered for parents during this time. For information about St. Joseph High School, please call 306-659-7650.

## PARENT VOLUNTEER INFORMATION

**A sincere welcome is extended to all who have chosen to be volunteers at Father Robinson School. As per Greater Saskatoon Catholic School's Volunteer Policy (JCC), we recognize two types of volunteers.**

**Resources Volunteers:** individuals approved by the school division with expertise in a particular area that have the potential to enrich the delivery or understanding of curriculum. These volunteers interact with students under the direct supervision of a staff member. A Criminal Occurrence Security Check is not required for resource volunteers. A resource volunteer includes drivers within city limits.

**Independent Volunteers:** individuals approved by the school division with expertise or experience in a particular area that have the potential to enrich the delivery or understanding of a school's curricular or extra-curricular program. Though independent volunteers will be supervised by a staff member, these volunteers may interact with students when a staff member is not present. This includes driving out of city limits. A Criminal Occurrence Security Check is required for independent volunteers.

Criminal record checks can be secured from Saskatoon Police Service for city residents and the RCMP for rural residents, at no cost to the volunteer. Please contact the school office for the forms. **Criminal record checks are securely stored in the school office and are valid for one calendar year.**

### ***VOLUNTEER CODE OF ETHICS***

The following code of ethics shall apply to all volunteers at Father Robinson:

1. **Confidentiality.** Volunteers are asked to be discreet. It is essential that volunteers never publicly discuss children, parents, or school staff. If you feel you must discuss a concern, contact the classroom teacher or a member of the administrative staff. As a trusted volunteer in our school this is the most important point in the code of ethics. Please help us to ensure that this is scrupulously maintained.
2. **Role Model.** You are the role model for problem solving, decision making, showing respect toward others, and assisting students as needed in a kind and caring manner. Children learn from watching others. The extra time taken to support and to encourage a learner pays large dividends in the long run.
3. **Reliability.** Please be reliable. The teachers and students quickly come to rely on your support. Although we understand that it is sometimes impossible to come due to unforeseen circumstances, we greatly appreciate advance notice as far ahead as possible so that we can make other arrangements.
4. **Ask Questions.** The teachers carefully select the activities they ask you to do with the children. The activities are an integral part of each child's program. This means that it is important to have consistency between activities done with the teacher and those undertaken by volunteers. The best way to ensure this is to ask and get clarification.
5. **Discipline.** Inform the teachers should problems occur while you are volunteering. In some cases, this may mean asking the individual to return to the classroom until you have a chance to touch base with the teacher.
6. **Other information.** Fire Drills – please evacuate the school with the students.  
Equipment use – if you need to use any of the school equipment and you are not sure how, please ask the office coordinator, administrative staff or classroom teacher for assistance.

### **ERINDALE/ARBOR CREEK COMMUNITY ASSOCIATION (EACCA)**

The EACCA is responsible for the out of school recreation activities. The Erindale/ArborCreek Community Association promotes and assists in the educational, recreational, and social welfare of children, working in conjunction with the City of Saskatoon Leisure Services Department and the local school to provide activities and programs beneficial to all age levels. For more information regarding community activities please read the School Newsletter

and the Community Association Newsletter.

## SCHOOL PHOTOS

As a service to our families, students will have the opportunity to have their photo taken by a professional photographer. **Purchasing of photos is voluntary.** Photos are taken in the fall and spring.

## SCHOOL HEALTH SERVICES

The Saskatoon Health Region provides health services in the schools. The services provided include immunization programs for diphtheria, pertussis, tetanus, polio, mumps, HPV (Girls) and measles, rubella, meningococcal, varicella.

The school nurse visits the school periodically; however, you can contact her any time during regular working hours at the North East Centre (306-655-4700).

## COMMUNICABLE DISEASES

Communicable diseases can spread rapidly through a classroom. To control the spread of these diseases, children who have fever, diarrhea, or rashes should not attend school until they are well and/or have been treated by a doctor.

Children who have been in contact with a communicable disease should be kept home at the first sign of illness. Children with the following should not attend school until they have been treated:

Strep Throat	Fever
Scabies	Scarlet Fever
Impetigo	Eye Infections

## MEDICATION POLICY

Greater Saskatoon Catholic Schools attempts to provide a safe and secure school environment for all students. Policies outline appropriate procedures dealing with a variety of emergency and health related situations. This includes administration of emergency medical assistance or medication. Parents should contact the principal when their child(ren) requires medication that needs to be administered at or during the school day. **Administration of Medication forms must be updated yearly by the parent and physician, or as medical needs are reviewed by the physician.**

## PRESCHOOL

**Joyful Feelings Pre-School** is a Non-Cooperative Preschool that offers programming at Father Robinson. For more information, e-mail Doreen Kazman at [joyfulfeelingspreschool@gmail.com](mailto:joyfulfeelingspreschool@gmail.com).

## BEFORE & AFTER SCHOOL PROGRAM

The Boys and Girls Club offer a supervised before (7:15 am to 8:30 am) and after school (3:10 pm to 6:00 pm) program. This independently operated

program is available to parents of Father Robinson School. Please contact the Boys and Girls Club's office (306-244-7820) for more information regarding cost, space availability, or to register your child(ren). Application forms are available on-line.

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