



# ÉCOLE ST. MATTHEW SCHOOL

**2025-2026**

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**Kindergarten to Grade 8 French Immersion**

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## ST. PAUL R.C.S.S.D. #20 MISSION STATEMENTS

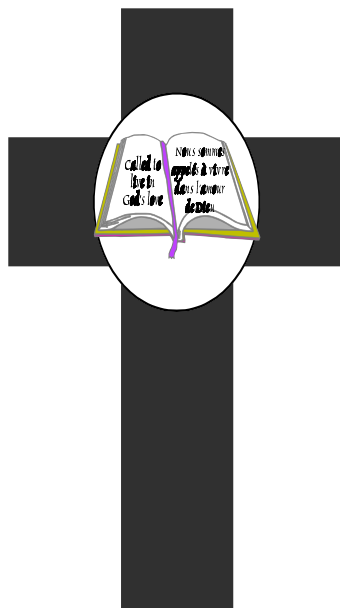
The purpose of the Saskatoon Catholic Board of Education is to assist parents and the local Church community in the formation of students in heart, mind, body, and spirit. Catholic schools strive to provide an atmosphere of love in which students are inspired by hope in Jesus Christ and have their faith strengthened through the power of the Holy Spirit. Education in the Catholic tradition is the lifelong process of seeking and coming to know God in the fullness of creation.

Teachers and support staff of Greater Saskatoon Catholic Schools believe in equal dignity and shared responsibility for all individuals, regardless of gender and race. Our educational and spiritual goals are above all to provide educational opportunities that affirm the dignity and worth of each person in heart, mind, body, and spirit.

*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*



## MISSION STATEMENT

### ***In fulfilling our mission,***

We, *THE STUDENTS*, are called to:

- ‡ learn about Jesus and practice our faith
- ‡ work hard in all subjects
- ‡ appreciate the value of life-long learning
- ‡ speak, read and write in French & English
- ‡ accept and respect everyone
- ‡ participate in school activities
- ‡ love as Jesus and Mary loved

We, *THE TEACHERS AND STAFF*, are called to:

- ‡ model and proclaim the teachings of Jesus Christ and the Catholic faith
- ‡ encourage a love of learning
- ‡ promote an appreciation of the French language and culture
- ‡ recognize diversities within our school community
- ‡ encourage respect for everyone
- ‡ involve families and parishes in our school community
- ‡ love by putting our faith into action

We, *THE PARENTS*, as primary educators of our children are called to:

- ‡ value and respect the teachings of Jesus Christ and the Catholic faith
- ‡ participate in our children's faith development and sacramental life
- ‡ reinforce and emphasize the value and love of learning
- ‡ support and enhance our children's learning of the French language
- ‡ encourage respect for everyone
- ‡ participate with our children in school activities
- ‡ love by putting our faith into action

## ÉCOLE ST. MATTHEW SCHOOL CODE OF CONDUCT

*St. Matthew staff helps all children as they seek to reach their full potential spiritually, academically, physically, socially and emotionally.*

*Academic excellence is pursued while maintaining a concern about the development of the whole child.*

**In fulfilling our mission...**

**We THE STUDENTS, are called to**

- **learn about Jesus and practice our faith by:**

- ✠ participating respectfully in school liturgies and prayer activities.
- ✠ looking for opportunities to demonstrate faith, hope and love.

- **work hard in all subjects by:**

- ✠ attending school regularly and punctually.
- ✠ listening carefully to our teachers and helping others to listen.
- ✠ participating willingly in school activities.
- ✠ doing our homework and completing assignments on time.
- ✠ encouraging other students to do their best.

- **read, speak and write in French by:**

- ✠ responding to our teacher's encouragement to use French.
- ✠ making every effort to use French and helping others to do so.

- **love as Jesus and Mary loved by:**

- ✠ respecting everyone and their property.
- ✠ being polite, friendly, kind, and caring.
- ✠ telling the truth.
- ✠ working for peace through acceptance, forgiveness, and reconciliation.
- ✠ dressing and grooming ourselves appropriately.
- ✠ using acceptable language in school and at school activities.
- ✠ respecting and caring for our building, equipment, materials, and environment.
- ✠ being accountable for our actions.
- ✠ being involved in learning and following the school's code of conduct.

**We THE TEACHERS, are called to**

- model and proclaim the teachings of Jesus Christ and the Catholic faith by:
  - ‡supporting and sharing in liturgies at the school.
  - ‡teaching and reinforcing appropriate social behavior.
  - ‡inviting families and parishes to be involved in the school community.
  - ‡putting our faith into action.
  - ‡encouraging respect by speaking positively and constructively of students.
  - ‡accepting all people as a gift from God and honoring their strengths and weaknesses.
- encourage a love of learning by:
  - ‡creating a safe and positive learning environment
  - ‡involving students in the development of classroom discipline practices
  - ‡communicating with parents about the child's progress
- develop an appreciation of the French language and culture by:
  - ‡modeling, promoting, and maximizing the use of French language.
- recognize diversities within our school community.

**We, THE PARENTS, as primary educators of our children are called to**

- value and respect the teachings of Jesus Christ and the Catholic faith by:
  - ‡modeling our faith through prayer, receiving the sacraments, attending mass, and participating in parish life.
- reinforce and emphasize the value and joy of learning by:
  - ‡communicating with teachers and providing an environment for good study habits.
  - ‡encouraging our children to do their best.
  - ‡participating with our children in school related activities.
- support and enhance our children's learning of the French language by:
  - ‡praising their use of French.
  - ‡looking for opportunities to expose them to the French language
- love by putting our faith into action by:
  - ‡modeling the gospel values by serving others to make the world a better place.

## **STUDENT'S RIGHTS AND RESPONSIBILITIES**

The following rights and responsibilities have been established to ensure that each student is valued and has the opportunity to learn in a safe, positive environment.

1. I have a RIGHT to learn in this school. It is my RESPONSIBILITY to work to the best of my ability and not disrupt another's right to learn.
2. I have a RIGHT to hear and be heard. It is my RESPONSIBILITY not to disrupt when others are speaking.
3. I have a RIGHT to be respected in this school. It is my RESPONSIBILITY to be a positive role-model for others.
4. I have a RIGHT to be safe in this school. It is my RESPONSIBILITY not to threaten or physically harm others.
5. I have a RIGHT to privacy and to my own personal space in this school. It is my RESPONSIBILITY to respect the privacy and personal belongings of others.

## **STUDENT BEHAVIOR AND GENERAL GUIDELINES**

We strive to maintain a Christian environment for the spiritual, intellectual, emotional, and physical development of every child in our school. The goal of École St. Matthew School is to provide a safe and positive place for students to learn and play so that our young people can grow in freedom and responsibility. Discipline should encourage students to understand the fundamental values that are essential to the well being of both the individual and society, and to accept responsibility for the consequences of their actions. The aim of school discipline is to teach students to develop self-control and the ability to cooperate with others.

It is our mandate that students will meet these expectations of behaviour while on school property and/or involved in school-sponsored activities. In accordance with our strong Christian beliefs, École St. Matthew School will investigate and take seriously, all of the following actions:

- Ethnic, racial, religious and gender discrimination
- Disrespect for staff, students or property
- Theft/vandalism
- Verbal or physical aggression
- Possession of a weapon: A weapon is anything used, designed to be used, or intended to be used in causing injury or threaten a person
- Possession or use of illegal drugs, tobacco, alcohol, and inhalants on school property or at school related activities away from the school
- Willful disobedience and/or open opposition to authority
- Use or display of improper or profane language
- Any action not in accordance with the code of conduct as set out in the Education Act

All minor and major problems will be dealt with by staff on an individual basis depending on the age of the child, the number of repeat occurrences, and the severity of the misbehaviour. Failure to meet the expectations for student behaviour and conduct will result in the following consequences, dependent on severity of incidence:

- Dialogue about behaviour and review of school expectations
- Development of a behavioral action plan

- Parental involvement
- Temporary removal of privileges
- Exclusion of student from class
- Restitution
- In-school suspension
- Out of school suspension
- Alternative programming

## **HOMEWORK**

- Homework is usually assigned to students for several reasons:
  - to prepare for a lesson the following day
  - to complete assignments
  - to do research on material being studied
  - to review work previously taken
- Parents can help in many ways:
  - provide a quiet place to work
  - help students organize their time
  - be the "audience" for reading practice
  - help with spelling and math drills
  - encourage regular review of work

## **STUDY HABITS**

Success comes with **CONSISTENCY**.

- Each student will complete all assignments conscientiously with special regard for organization, neatness and legibility.
- Each student will hand in assignments on the due date.

Success comes with **RESPONSIBILITY**.

- If absent, each student will ask for the missed assignments from the teacher or a peer.
- Each student will list daily assignments in his/her homework notebook or agenda.

Success comes through **STUDYING**.

- Each student will review his/her written notes on a daily basis.
- Each student will prepare for exams by organizing study periods well in advance.

## **FRENCH IN THE SCHOOL**

- École St. Matthew School is a French immersion school. It is expected that students will take every opportunity to practice their French skills.

## **DRESS EXPECTATIONS**

All students are expected to dress appropriately throughout the year. We ask that all students choose clothing that allows them to participate in school activities and are reflective of an environment where everyone feels safe, valued and has a sense of belonging. Students have the right to express themselves, feel comfortable and have the freedom to make dress choices. Students also have the responsibility to make dress choices that respect themselves and others. The intent of our dress guidelines is to set reasonable expectations. It is not to be prescriptive nor punitive, rather to support a respectful and safe environment.

The following guidelines are meant to help students, families and staff decide whether the clothing is appropriate:

- Clothing should convey a positive lifestyle: slogans and/or pictures should not advocate substance abuse, vulgar, prejudicial or sexist mottos.
- Students are allowed to wear shorts or skirts—just remember that students should choose clothing that allows them to comfortably participate in all school activities

- Students are asked to have footwear. Bare feet are not allowed.
- Students should have a pair of gym shoes for indoor wear.

## SCHOOL EXPECTATIONS FOR STUDENT BEHAVIOUR:

### 1. SCHOOL HOURS

- First bell at **8:55am** - Classes begin at **9:00am** - Dismissal at **3:30am**
- Students may not arrive earlier than **8:40am** (except those in YMCA Before School Care)
- Supervision begins at **8:40am**
- Supervision will be provided for students participating in extracurricular activities.
- Noon lunch is from **12:00am to 12:45am**

### 2. SCHOOL ATTENDANCE

- Regular and punctual attendance is necessary to achieve the best results in their schoolwork.
- If a student is going to be absent or late, parents must notify the school before 9:00am by using **EDSBY**.
- If we have not received notification of an absent or late student, the school will contact you via **EDSBY** shortly after 9:15am. This is a safety precaution to verify the whereabouts of your child and to ensure their well being.
- **Students arriving late must check in at the office for a late slip to be cleared.** Please ensure that late students are arriving through the front doors of the school. If students are not cleared when late, parents will be contacted via **EDSBY** about their absence.

### 3. RECESS

Students should come to school dressed appropriately to go outside during recesses.

- Indoor recesses will be announced by a staff member if it is raining, or the temperature reaches -27C or lower with the wind chill.
- Students given a pass from their classroom teacher will be permitted to stay in their classroom during recess.
- Students who are recovering from illness and need to remain in their classroom must have a signed and dated note from a parent or guardian.

**Morning recess: 10:15-10:30am (grades K to 5)**

**10:30 - 10:45am (grades 6 to 8)**

**Lunch break: 12:00pm - 12:45pm**

**Afternoon recess: 2:00-2:15pm (grades K-5)**

**2:15 - 2:30pm (grades 6 to 8)**

### 4. YMCA – BEFORE AND AFTER SCHOOL PROGRAM

We are pleased to offer a 'Before and After School' program which is run by the YMCA. This program assists in bridging care for your children from **7:30am to 8:55am** and **3:30pm to 6:00pm** specifically for students up to the age of 12. Activities are varied and include crafts and games. Call the YMCA at 652-7525 ext: 242 for more information or check out YMCA website and select Before and After School Care:

<https://ymcasaskatoon.org/before-and-after-school-care/>

### 5. PLAYGROUND GUIDELINES

The following guidelines have been established to ensure the safety and well being of students:

- Ball tag is not allowed on the creative playground.



- Only cloth softballs are to be used for playing baseball/softball on the playground.
- Tackle football, play fighting, and wrestling are not permitted at any time.
- Snowballs and stones are prohibited.
- Areas outside school boundaries are out of bounds during noon and recess breaks. Students may eat snacks outside during recess, but they are expected to dispose their trash in the garbage cans provided.

## **6. BICYCLES AND SKATEBOARDS**

- École St. Matthew School assumes no responsibility for bicycles and skateboards lost or damaged while on school premises.
- Bicycles, skateboards, roller blades, long boards, scooters, & shoes with wheels are not to be used on the playground.
- Bikes must be walked on and off the playground, locked in the designated area during the day, and not left at school overnight.

## **7. NOON LUNCH**

We are pleased to offer the students the privilege of remaining at school for lunch. The noon lunch supervision fee is currently \$9/student, \$4.50/kindergarten student per month. This is capped at \$18 per family per month. The noon lunch supervision fee is paid through My School Bucks. To ensure a happy, safe, and fair environment, the following rules will apply:

- Students staying for lunch will be accountable to noon-hour supervisors.
- Students must remain seated in their classroom while eating or drinking.
- Students are not allowed to sit, lie, or stand on desktops, chair backs, tables, file cabinets, locker tops or bookshelves to avoid accidents.
- Sports equipment is not to be used in the classroom or hallways.
- Students are to respect others' rights and to use proper eating habits: For example: throwing food, foul language, shouting, fighting, and shooting elastics are not tolerated.
- Students are not permitted to roam or visit in the hallways at any time during the lunch period.
- Students are not allowed to leave the school grounds unless they usually go home to eat lunch or unless they have written permission from a parent or guardian.

Failure to follow these rules will result in the following consequences:

- First infraction: parent(s) will be contacted by phone and the incident will be recorded at school.
- Second infraction: parent(s) will be contacted by phone and a letter will be sent home to be signed by the parent(s).
- Third infraction: parent(s) will be contacted by phone and the privilege of eating in the classroom will be removed. Alternate eating arrangements must be made for the student.
- Continued misbehavior will result in permanent out of school dinner arrangements for the student.

## **8. TELEPHONE USE**

- Students may use the telephone when granted permission by their teacher.

## **9. LEAVING THE SCHOOL GROUNDS**

- Students are responsible to the school on their way to and from school.

- Students are not allowed to leave the school grounds without written permission from a parent or guardian and a staff member's approval.
- A parent or guardian is asked to closely scrutinize their child's reason for requesting permission slips.

#### **10. SCHOOL CLEANLINESS**

- Outdoor footwear must be taken off when entering the school at all times.
- Students may eat snacks outside during recess, but they are expected to dispose of their trash in the garbage cans provided.

#### **11. GYMNASIUM**

- Students are not allowed in the gymnasium without the presence of a staff member or adult supervisor.
- Students must wear gym shoes that do not mark the floor.
- Gym equipment is not to be taken outdoors without permission from a staff member.

## **ÉCOLE ST. MATTHEW SCHOOL ACTIVITIES**

We pride ourselves at providing creative and contemporary opportunities for your child to grow and learn by. The school provides many activities within and outside of the school environment that encourages the development of academic and physical growth. Also, École St. Matthew School has an active "Catholic School Community Council", which works in conjunction with the school administration and teachers to enhance the school's mission of delivering Saskatchewan Curricula within a Catholic environment.

**Following are some of the activities you can look forward to during the year at École St. Matthew School:**

#### **1. MEET THE TEACHER NIGHT:**

"Meet the Teacher Night" occurs in early September to give parents an opportunity to meet the administration and classroom teachers. It lasts approximately 1 hour and focuses on a discussion about curriculum, instruction, assessment, and classroom expectations. This evening is also an opportunity to hear about volunteerism.

#### **2. FAMILY TIES DANCE:**

This is one of the first events of the year and sponsored by the 'École St. Matthew Catholic School Community Council'. It is a family dance and various prizes are given out for creative costuming and unique dancing. It is a fun evening with a concession and plenty of dancing and music that the entire family can enjoy.

#### **3. SCHOOLS WIN TWICE:**

This is the primary fundraiser for our school and organized by the parents of the 'École St. Matthew Catholic School Community Council' and 'The Greater Saskatoon Catholic Schools Foundation'. The school benefits by earning a percentage of the sales, which is applied to specific school programs or projects.

#### **4. FUN LUNCH AND BAKE SALE:**

Each classroom is responsible for hosting a bake sale that will take place during the hot lunch. The bake sales are organized by the homeroom parents. Most hot lunches will be ordered through [www.healthyhunger.ca](http://www.healthyhunger.ca). Go to the website, create an account, add your child/children and select their school and class. You will receive a reminder email from Healthy Hunger when there is a scheduled hot lunch to order. A bake sale will also take place during the hot lunch, with 2 classrooms providing the home baked items. Baking will be sold for \$1.

#### **5. BAND:**

All grade 6 - 8 students may join the band program. It is an enriching experience for students to be involved playing music together. They showcase their talents 2-3 times per year in school-based concerts where parents are encouraged to attend. 100% participation is preferable for grades 6 to 8 students as music appreciation is part of the Saskatchewan Curriculum.

#### **6. INTRAMURAL & INTERSCHOOL ACTIVITIES:**

Our primary objective is to provide students with opportunities to play and participate in activities that have an emphasis on fun, fair play, and the development of skills and physical fitness. The delivery of inter-school sports is dependent on student interest, and availability and expertise of coaches. To ensure the success of the interschool sports program, parents are asked to volunteer their time for driving or offer their talents as a coach.

#### **7. MES AMIS PRESCHOOL - FRENCH PRESCHOOL:**

This program is run at the school for children aged 3 – 5. There are morning and afternoon programs. It is a caring place that offers an educational program. It introduces the children to a school environment as well as to the French language. For more information, please visit their website at: <https://www.saskatoonmesamis.ca/>

#### **8. LENTEN ACTIVITIES:**

During the Lenten season, the students and staff of École St. Matthew School are involved in many activities that strengthen our understanding of Jesus Christ and thus our need to engage in charitable work. The École St. Matthew School Community helps a number of important missions in other lands by offering fund-raising activities for parents, students and staff.

#### **9. SKATING:**

Students participate in ice skating during school hours at Lion's arena or the Clarence Downey Oval as part of their physical education programs. CSA approved helmets are required. The Catholic School Community Council rents a limited number of helmets and skates at a low fee to promote student safety and facilitate physical education activities.

#### **10. CONCOURS D'ART ORATOIRE:**

As part of the French language program, the students at École St. Matthew have an opportunity to enhance their public speaking abilities by competing in a province-wide competition for grades 6 – 8 students. The primary grades also take part in a non-competitive recitation of poetry and speeches.

#### **11. FAMILY FUN NIGHT:**

This event is held in the spring and is for the whole family to enjoy. It is like a carnival format and parents are asked to participate to make a fun night for the students. There are numerous games, prizes, a silent auction and a pizza supper. Venue tickets are sold and there is no cost of admission.

#### **13. PLAYDAY:**

This is a day of fun and physical activities for the all students. Parents are encouraged to spend the day with their children. Remember to bring the sunscreen and hats!

## Other Guidelines

### **EDSBY**

- New families will receive an invitation to join **EDSBY**. It is used to report absences, for correspondence with your child's teacher, to book 3 Way Conferences, for school news, and to view your child's report cards.

### **PROGRESS REPORTS**

- There will be three formal reporting periods during the year: November, March and June. Report cards will be viewable in **EDSBY**. Printed report cards will be sent home in June.
- Parents are expected to book 3 Way Conferences in November and in March.
- Assessment takes place continuously.
- Parents should feel free to contact teachers at anytime.

### **NEWS**

- School News is shared on **EDSBY** in the news river, and in the **EDSBY** calendar.
- Newsletters will be posted in the **EDSBY** news river and sent home via **EDSBY** messenger, on the second Wednesday of every month.

### **LIBRARY**

- Students are to make every effort to return library materials on time.
- Library volunteers are welcomed.

### **BUSSES**

- Bus transportation is provided by Hertz Northern Bus (306-374-5161).
- Expectations for student behaviour and conduct apply during all bus travel.

### **FIRE DRILLS/LOCKDOWNS AND EVACUATION**

- École St. Matthew School takes every precaution to ensure student safety in case of emergency.
- We provide several fire drills and lockdown practices throughout the year.
- Students are required to wear footwear at all times.

### **AN ALLERGY ALERT ENVIRONMENT**

École St. Matthew School is committed to providing a safe and positive environment for all students, parents and staff. In order to meet this objective, we have designated ourselves "An Allergy Alert Environment". Several students attending our school have extremely serious, life-threatening allergies to various nuts and nut by-products, as well as eggs, milk, food dye, colognes, perfumes and animals.

- Please avoid sending peanuts, tree nuts or nut by-products to school.
- Please be aware that the residue from peanut, tree nuts or nut by-products may also trigger severe allergic reactions.
- Please refrain from wearing perfumed products while at school.
- Please refrain from bringing pets to school unless it is for a special occasion such as 'Show and Tell', and it has been cleared with the classroom teacher ahead of time.
- We appreciate your awareness and sensitivity to these issues.

## **RELIGION & LITURGICAL CELEBRATIONS**

We are a Catholic school and offer religious and liturgical celebrations throughout the year.

- All students will participate in the Catholic Religion Program.
- Parents are welcome to attend all liturgical celebrations.
- Students are expected to show respect and reverence at all times through contemplative silence and appropriate participation.

## **INTERNET ACCEPTABLE USE POLICY**

- We acknowledge that in this information age students need the opportunity to access, evaluate and produce information. The Internet can be a valuable resource to this end. Access to the Internet, however, is a privilege, not a right. It is a general expectation that Internet use will be in accordance with the mission statement of the Saskatoon Catholic Schools.
- Internet use is in many ways analogous to a trip outside of the school. Access to the Internet will thus be supervised by a teacher and granted at the teacher's discretion for specific educational goals. Students will not assume free Internet access whenever they are working at a computer. It is acknowledged, however, that one-on-one supervision will not always be possible, and students are expected to act responsibly. Internet use outside of class time will be available for special projects with teacher supervision only. All students receive a copy of the Acceptable Use Policy to follow in regards to technology use.

## **DISPENSING MEDICINE**

- It is not the role of school personnel to administer medication.
- Children should refrain from bringing medication to school.
- If your child requires medication on a daily basis, please contact the principal to discuss possible arrangements.

## **HEALTH NURSE:**

- The Public Health Nurse will perform immunizations with parent's written consent and they will provide referrals for parents/guardians and school personnel regarding any health concerns of students. The Public Health Nurse welcomes the opportunity to assist the classroom teacher in providing health education. The nurse can be reached at (306) 655-4164.
- The Program Assistant will perform vision screening in kindergarten and arrange for follow-up. Parents will be notified if there appears to be a problem.
- Public Health Services recommends keeping your child at home if they display the following symptoms:
  - fever
  - rashes
  - sore throat
  - coughing
  - earache
  - vomiting and/or diarrhea
- Children with any of the following diseases must be treated before returning to school:
  - eye infections (i.e. pink eye)
  - ring worm
  - impetigo
  - scarlet fever
  - scabies
  - strep throat
- Children with the following diseases may not return to school until parents have contacted Disease Control at 655-4612 to discuss a return date:
  - measles

- mumps
  - Rubella
- Children with chicken pox may return to school when they are feeling well.

### **Student Absences**

At **École St. Matthew School**, one of our greatest priorities is ensuring that all of our students arrive safely at school each day. We are using new system that will make it easier for parents to report and respond to school absences of your child

The student absence reporting system called **EDSBY**, will let you use a mobile app or a website to report an absence in advance. This system will reduce the time it takes to verify student attendance, making it easy for you to report your child's absence and easy for staff to respond to unexplained student absences.

In addition, we will use the **EDSBY** automated notification system to contact parents whose child is absent when the absence was not reported in advance. The automated notification system will be able to rapidly contact you by text message, email, mobile app push notification, or automated phone call, to get a reason for the absence. If our system is unable to reach the designated contacts, office staff will follow up.

**Parents and staff members of École St-Matthew School work in partnership for the same mission: to develop the whole person in the Catholic tradition: we instruct the mind, inspire the heart and nurture the spirit of each child entrusted to us by God. Parents play an integral part of a child's journey as a learner. The staff members would like to thank you for your encouragement and support of our school mission and goals, our code of conduct, and general guidelines of behaviour and expectations. We look forward to working together to make this a most enjoyable and successful learning experience for your child. If you have any questions and/or concerns, please feel free to contact the school at 306- 659-7410.**

## **SCHOOL HOURS:**

**8:55 am: FIRST BELL**

**9:00 am – CLASSES BEGIN**

***10:15-10:30 am - RECESS (grades K to 5)***

***10:30 - 10:45 am - RECESS (grades 6 to 8)***

**12:00 - 12:45 pm: LUNCH BREAK**

**12:45 pm CLASSES RESUME**

***2:00-2:15 pm RECESS (grades K to 5)***

***2:15 - 2:30 pm: RECESS (grades 6 to 8)***

**3:30 pm DISMISSAL**

