



# School Handbook





Heavenly Father,  
grant that we may bear witness to your mercy.  
Teach us how to convey the faith to those in doubt,  
hope to those who are discouraged,  
love to those who feel indifferent,  
forgiveness to those who have done wrong  
and joy to those who are unhappy.  
Allow the spark of merciful love  
that you have enkindled within us  
become a fire that can transform hearts  
and renew the face of the earth.  
Amen





St. John Paul II




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# Welcome to St. John Paul II Catholic School!



St. John Paul II Catholic School is a grade 5-8 learning community serving Fort Saskatchewan and the surrounding area with an enrollment of approximately 450 students. Over the years, St. John Paul II has developed a reputation for its caring, Catholic environment, where teachers reach out to nurture students enabling all to become the best they can be.

Our strength is the commitment of staff to creating as many opportunities as possible for students. The school offers a wide range of rich academic programs from Grade 5 to 8. As this site was a former high-school, St. John Paul II is equipped to offer an array of unique options programs from construction technologies to photography to musical theatre.

**Our Catholic faith plays a central role in our building and is integrated throughout daily classes. The teachings of Christ are integrated across all subjects and students are encouraged to walk in the footsteps of Jesus Christ.**

# OUR CATHOLIC FAITH

St. John Paul II is partnered with our local parish, here in Fort Saskatchewan, Our Lady of the Angels Parish. We maintain a close, supportive relationship with our parish priests: Fr. Carlos and Fr. Abraham. Liturgies and Masses occur both at the school and at the parish throughout the school year.

## Our Lady of the Angels Parish

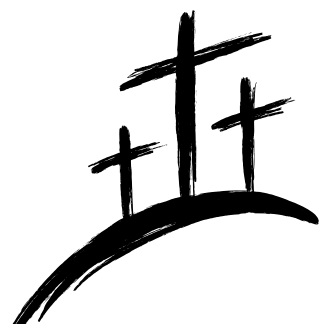


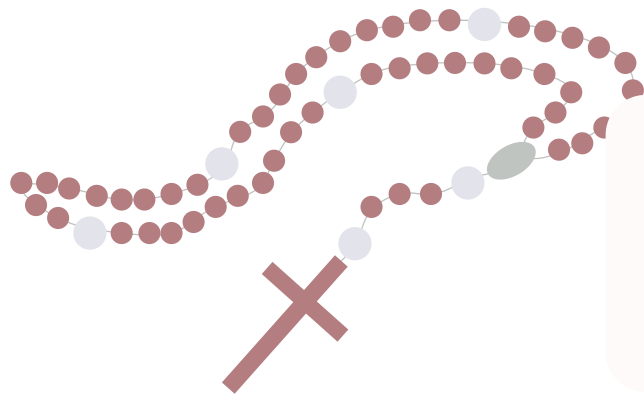
**10004 101 St. Fort Saskatchewan AB**

**780-998-3288**

**[olafortsassask.caedm.ca](http://olafortsassask.caedm.ca)**

OLA Parish serves the Catholic communities of Fort Saskatchewan, Sacred Heart, Gibbons, St. Clare, Redwater, St. Michael the Archangel, St. Michael, Our Lady of Good Counsel, and Skaro. OLA also serves all four Catholic schools within Fort Saskatchewan.





# OUR PATRON SAINT

St. John Paul II (Pope John Paul II) was the first non-Italian pope in over 450 years and served as the head of the Catholic Church from 1978 to 2005. St. John Paul II is known for his deep spirituality, strong moral leadership, and commitment to human dignity. He was a passionate advocate for peace, human rights, and interfaith dialogue. His teachings emphasized the value of family, the sanctity of life, and the importance of youth. Canonized in 2014, he remains an inspiration for his faith, resilience, and love for humanity.

St. John Paul II was also an avid athlete and sports fan, making him a particularly fitting Saint for a school, such as ours, that features a high-enrollment Sports for Life program!

**"Young people, do not be afraid to be holy! Fly high, be among those whose goals are worthy of sons and daughters of God. Glorify God in your lives!"**

**Pope John Paul II**



# Learning Support Team (LST)



**Mrs. Tomlinson**  
Principal



**Mrs. Bolen**  
Assistant Principal



**Mrs. Dube**  
FWW



**Mrs. Morin**  
CRC

# What is a Family Wellness Worker (FWW)?



Each school is staffed with a Family Wellness Worker (FWW) who works under the direction of their school Principal and the Director of Inclusive Learning. FWWs' receive clinical guidance from a Registered Psychologist.

The primary function of the FWW is to provide social and emotional support to students and families. FWWs meet with students and parents to assess needs, set goals, identify required supports, and plan appropriate interventions. They collaborate with school system staff and community resources to build a “village” of support around students and families.

## Referral Process

- Parental consent is required for FWW services - this consent must be renewed each year
- Referrals to the Family Wellness Program may be made by students, parents/guardians, school administration, teachers, and/or other school staff
- Parents and guardians can access these services by speaking with the Administration team or contacting the school's Family Wellness Worker directly.

# What is a Collaborative Response Coordinator (CRC)?



The Collaborative Response Coordinator supports students, families, and staff in:

- literacy/numeracy strategies
- Individual Support Plans (ISPs) and Regulation Support Plans (RSPs)
- Collaborating with our Family Wellness Worker
- Individual academic assessments
- Accommodations for learning and assessment
- Assistive technology supports
- Meeting with parents to discuss transition between grade levels

## Our Collaborative Response Model

Collaborative Response is a way of organizing ourselves, as a school team, to think about how to best support students.

At St. JP II we hold collaborative team meetings (CTMs) each week to discuss our students' successes and challenges. These meetings cycle through each grade level team and focus on student needs in the areas of literacy, numeracy, and wellness.

We use the knowledge and experience of the whole team to identify and respond to student needs in a purposeful, solution-focused way.



# OUR Mission



## *Our Mission:*

St. John Paul II  
Catholic School is a  
Christ-centered  
community devoted to  
fostering personal  
growth in all of our  
students and  
developing meaningful  
connections that  
encourage respect for  
self, others, and our  
environment.

# OUR Vision



We are a faith-filled learning community that embraces the spiritual, physical, emotional, and academic wellness of our community. Infused with God's love, we guide, inspire, and challenge one another to achieve our greatest potential, believing that we have the capacity to make a difference in the world.

**“Never, ever, give up on hope; never doubt, never tire, and never become discouraged. Be not afraid.” ~St. John Paul II**

## **WE BELIEVE THAT:**

- God exists within every human heart
- Students receive the best nurturing in a safe and caring environment
- All students have gifts and talents which need encouragement and development
- Teachers teach because they care about society's future
- The pursuit of excellence in curricular and co-curricular activities is an investment in a student's future
- A positive/open school climate encourages stakeholders to participate in the many aspects of the school program
- Students have choices and responsibilities in developing their programs
- Success promotes positive student attitudes

# SCHOOL POLICIES



## Academics and Assessment

Elk Island Catholic Schools emphasizes creating quality learning environments that empowers students to know where they are, where they need to go, and how they are going to get there. The reporting of student achievement is based upon the learning outcomes in the Alberta Program of Studies.

**Formative assessments** are used daily, and as an ongoing process, to monitor student learning, with a focus on clear learning targets and timely descriptive feedback. Students are involved in their own assessment through self and peer evaluation. Formative assessments are used to inform instruction.

**Summative assessments** occur at the end of a learning period and should reflect the most recent demonstration of learning. Non-academic factors are reported separately, and group participation is assessed individually. Teachers gather assessment information through observations, conversations, and student products.

**Second Chances** on a summative assessment are provided based on the teacher's professional judgment, while allowing for sufficient time for learning opportunities between assessments. At St. JPII these learning opportunities may look like requiring a test analysis of students, requiring a student-teacher meeting, requiring attendance at WIN room, or requiring additional practice with course concepts. These are examples and this list is not exhaustive.

# SCHOOL POLICIES

## Academics and Assessment (continued)

### Academic Dishonesty & Missing/Incomplete Work

Students may be given a second chance at a summative assessment based on teacher judgment. Missing or incomplete work is addressed through communication, support, and possible consequences. Homework serves as practice, and academic dishonesty is dealt with through supervision, redoing assignments, and behavioural consequences.

Overall, the policy promotes student-centred assessment, continuous feedback, and opportunities for improvement while ensuring academic integrity and accountability.

## St. JP II Dress Code

Students recognize that St. JP II is a professional, faith-based educational environment, and therefore must take into consideration what is worn each day.

- Elementary students may not wear hats indoors, at any point
- Junior High students may wear hats in hallways and classrooms, but it must be taken off during prayer, mass, and assemblies
- Hoods may not be worn indoors
- Clothing that displays or promotes items such as alcohol, drugs, tobacco, sex, profanity, or obscenity or racism, is not allowed
- No underwear can be shown and shorts/skirts must cover the buttocks
- Crop tops are allowed, but cannot be higher than the belly button
- The bra must be covered, except for shoulder straps
- Shirts, tanks, and muscle tops cannot expose the chest, back, or sides
- Sheer shirts must have something worn underneath them
- Necklines must have an appropriate amount of coverage

# SCHOOL POLICIES

## Personal Communication Device (PCD) Policy



At St. John Paul II, our cell-phone policy follows Ministerial Order #14/2024 and EICS Administrative Procedure 145.

Personal Communication Devices (PCDs) include cell-phones, tablets, smartwatches, and earbuds.

### Grade 5 and 6 Students

- Students are not permitted to utilize a Personal Communication Device (PCD) at any point during the school day
- While we advise that students leave their PCDs at home, if brought to school, students must place their PCD in their locker and it must remain there until the end of the school day.

### Grade 7 and 8 Students

- Students are not permitted to utilize a Personal Communication Device (PCD) during instructional time - which encompasses any period where students are engaged in learning activities under the supervision of a teacher
- Grade 7 and 8 students may use their PCDs at lunch and during morning, lunch, and afternoon breaks, but outside of these times it is expected to remain in their locker

### Other PCD Expectations

- PCDs are not to be taken into examination settings
- PCDs are not to be used in settings such as change rooms, washrooms, or private counseling rooms, where a person's reasonable expectation of privacy may be violated

## What happens if my child forgets and brings his/her PCD to class?

In this case, appropriate and progressive consequences will allow students to develop responsibility for their actions. This means the teacher will take the PCD and keep it in the office for safe-keeping until the end of the school-day.

Chronic offences will result in progressive discipline through school administration.

# APPLE SCHOOLS PROJECT



St. John Paul II Catholic School is pleased to be part of the APPLE Schools project in partnership with the School of Public Health at the University of Alberta. APPLE Schools strive to promote wellness and create environments that foster lifelong health and wellness by making the healthy choice the easy choice. St. John Paul II Catholic School is one of the schools in the province that works with students, teachers, parents, and community members to create a healthy school community and improve the eating behaviors and physical activity habits of students.

# SCHOOL POLICIES

## Learning Behaviors & Expectations

At St. John Paul II we aim for all actions and behaviours to be those which live out our Gospel values. In particular, we root our behavior expectations in:

- Respect for Self
- Respect for Others
- Respect for the Environment

### CONSEQUENCES OF INAPPROPRIATE BEHAVIOUR

#### Minor Offences

These offences can be dealt with on the spot by any teacher. The consequence may be a warning, school service (clean-up, etc.) or a loss of privileges. The student should demonstrate a sincere effort to correct the disruptive action. Repeated minor offences may require parents to be notified of recurring problems. Any disciplinary action may take the form of a) problem-solving, monitoring or reviewing behaviour expectations with a warning; b) school service (such as cleaning the schoolyard, washing desktops, etc.); c) loss of breaks; d) temporary loss of privileges (such as extra-curricular activities).

Note: Repeated minor offences may be treated as a major offence.



# SCHOOL POLICIES

## Learning Behaviors & Expectations

### CONSEQUENCES OF INAPPROPRIATE BEHAVIOUR

#### Major Offences

These offences are serious and could lead to suspension or expulsion: a) conduct (bullying), which threatens the safety of students and/or staff; b) possession of a weapon, or a weapon found in a student's locker or desk. A weapon is anything that can be used to injure, intimidate or threaten any person; c) assaulting any person; d) theft; e) possession/use of illegal drugs, alcohol or inhalants in or on school property; f) violation of school policies pertaining to smoking, student attendance, student harassment or misbehaviour while riding on the school bus; g) willful disobedience and/or open opposition to authority; h) use or display of improper or profane language; i) willful damage to school or individual property; j) interfering with the orderly conduct of class(es) or the school; k) contravention of the code of conduct as set out in the School Act.

Disciplinary action may include some or all of the following:

- parental involvement
- removal of privileges
- detention
- in-school or out-of-school suspension (maximum 5 days)
- restitution for property damage to an individual
- the Board involvement of police
- a recommendation for expulsion.

#### SCHOOL BUS BEHAVIOUR EXPECTATIONS

The school bus is considered an extension of the school. When riding the school bus, students are expected to follow all bus rules. The bus driver is responsible for student safety and has full authority to set the rules for the bus. Students who behave in a manner that breaks the rules or jeopardizes the safety of others may receive school-based and/or bus-based consequences.



# SCHOOL POLICIES

## Student Drop Off/Pick Up Procedures

- Student Drop off and Pick up may be done utilizing the school parking lot by driving the entirety of the parking lot loop and dropping off students onto the sidewalk
  - Parents may not park in stalls during this time
  - Parents may not park at random locations in the lot to let students out
- Students may also be dropped off or picked up across the street in the Legion Parking Lot
- No parent vehicles are permitted in the bus loop, which is at the front of the school
- Parents must follow the direction of supervisors outside in order to keep students and busses safe during pick up and drop off
- Students must enter and exit their designated Grade Level Doors

## Closed Campus

- St. John Paul II is a closed campus, meaning that students may not leave the school grounds during the school day without permission from a school administrator. This policy is intended to keep all students safe and to maintain the security of the building.

## Food Delivery Services

- Students are not permitted to use delivery services for food or products (such as Skip the Dishes or Uber Eats) throughout the school day.
- Parents are also asked not to have these services delivered for their child.

# SCHOOL POLICIES

## Allergy Awareness

- St. John Paul II is a “nut aware” school. We ask that you are mindful of what you send in your child’s snack or lunch, considering the nut allergies that exist amongst our student population.
- We ask that students wash their hands after eating any foods that may cause an allergic reaction, either before school or during the school day
- On occasion, classroom curricular activities involve a meal or a snack. If your child has an allergy or a condition related to food, it is the parent’s responsibility to communicate with the teacher/school to ensure that alternate food arrangements are made

## Medications

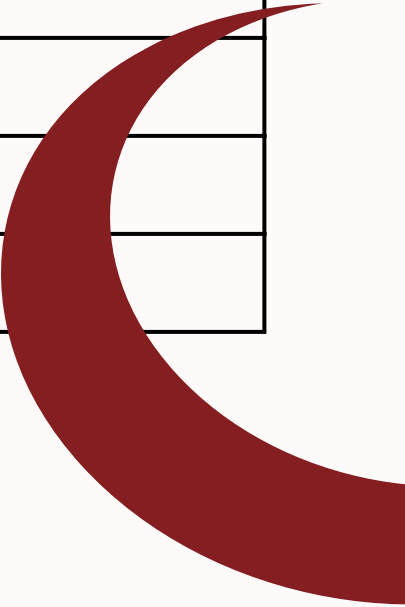
- All medications that a student must take throughout the day must be managed through our front office. This must be done in accordance with information provided on Powerschool and in the Medication Management Plan.
- Please ensure that you have completed the necessary forms for your child to be administered medication at school.
- All medications must be stored in the office and students may not keep any in their possession or in their locker throughout the school day

## Absence and Late Arrival Reporting

- Absences should be inputted into the Powerschool Parent Portal
- All students arriving late must report to the office upon arrival

# BELL SCHEDULE

8:15	Buses Arrive & Doors Open
8:25	Warning Bell
8:30 - 9:10	Block 1
9:12 - 9:52	Block 2
9:52 - 10:00	Nutrition/Movement Break
10:00 - 10:40	Block 3
10:42 - 11:22	Block 4
11:22 - 12:02	Lunch/Recess
12:02 - 12:42	Block 5 (Common Religion Block)
12:44 - 1:24	Block 6
1:24 - 1:38	Recess
1:38 - 2:18	Block 7
2:20 - 3:00	Block 8



# EARLY OUT

# BELL SCHEDULE

8:15	Buses Arrive & Doors Open
8:25	Warning Bell
8:30 - 9:05	Block 1
9:07 - 9:42	Block 2
9:42 - 9:47	Nutrition/Movement Break
9:47 - 10:22	Block 3
10:24 - 10:59	Block 4
10:59 - 11:34	Lunch/Recess
11:34 - 12:09	Block 5
12:11 - 12:46	Block 6
12:48 - 1:23	Block 7
1:25 - 2:00	Block 8

# PROGRAMMING



## CORE CURRICULUM

Our core curriculum consists of faith-integrated English Language Arts, Social Studies, Mathematics, Science, and Religion. At St. John Paul II we aim to create an academic environment focused on excellence, also ensuring that all we do is rooted in our Catholic Gospel values. Our curricular objectives are based on the Alberta Education Program of Studies and we work to develop the skills and competencies of our students, as they learn to problem solve, critically think, and become ethical and engaged citizens.

## GRADE 5/6 MANDATORY COMPLEMENTARY COURSES

Fine Arts - Students experience elements of both Music and Art as mandatory additions to their programming. Students are able to come to understand their own creative side, exploring different mediums, and understanding the basic tenets of music and a variety of art forms.

French as a Second Language - Students learn the basic vocabulary and grammar associated with living their daily lives. This ability to understand, speak, and write basic French concepts improve their ability to communicate in Canadian society and to come to understand what it means to be a global citizen.

# PROGRAMMING



## CAREER & TECHNOLOGY FOUNDATIONS

Career and Technology Foundations (CTF) brings to life in classrooms the vision of creating students who are engaged thinkers and ethical citizens, all with an entrepreneurial spirit.

The learning environments fostered in our CTF courses are those aimed at exploring occupational areas of interest through inquiry-based learning.

Some CTF courses that may be offered throughout a student's time at St. John Paul II include:

- Art
- Construction
- Drama
- Foods
- Sports Performance
- Style & Self Care
- Travel & Culture
- Environmental Awareness
- Sports Recreation
- Forensics

# SPECIALITY PROGRAMMING



## SPORTS FOR LIFE (GRADES 7-8)

St. John Paul II's Sports for Life program provides students the opportunity to experience a variety of different sports and recreation activities in a Catholic environment. This program is designed for any student of any athletic ability. It is highlighted by its on-ice training sessions for hockey and ringette players of all skill levels.

However, if hockey is not your thing, there is still opportunity for you in Sports for Life. This program focuses on providing a wide variety of opportunities to develop strong, well-rounded, and healthy students

Sports for Life does have an overall cost that must be paid in full or in monthly installments.

## PERFORMING ARTS (GRADES 7-8)

St. John Paul II's Performing Arts program offers students the opportunity to explore a variety of performing arts in a faith-filled, Catholic environment. Traditionally, our program runs two performances throughout the year. Students have the opportunity to perform at the DOW (Shell) Theatre, where they participate in what feels like a professional, live performance.

In this program, students will learn to sing, dance, and act in a true musical theatre setting, as well as learn elements of lighting, sound, costume design, and prop making.

Performing Arts is a cost-based program. Students who are enrolled in Performing Arts have limited availability for other CTF options in their schedule.

# SPECIALITY PROGRAMMING



## FLEXIBLE PATHWAYS

St. John Paul II's Flexible Pathways Program creates learning opportunities to ensure that students with complex learning needs are successful (i.e. students with a diagnosed developmental disability). This program balances inclusive education with interventions and strategies targeted to the needs of our students.

This program provides a half-day of targeted instruction emphasizing skills of Literacy, Numeracy, Communication, and Social skills. The flexible, yet structured environment, provides students the attention and support to reach success. This half-day of targeted instruction is complemented by a half-day of inclusive and authentic learning experiences with grade-level peers. This allows our Flexible Pathways students to engage with their peers in a variety of school environments and experience areas of their interest, all while receiving appropriate supports.

## COGITO (BEGINNING: SEPT 2025)

In the 2025-2026 school year, St. John Paul II will be offering Cogito Academy to Grade 5 students. Please see our Cogito information and handbook for more information regarding this program.



# HONOURS AWARDS



## Grade 5 & 6

Students must have a 4 in all learning outcomes in all core subjects (LA, Math, Social Studies, Science, and Religion). Students may not have a 1 in any subjects including CTF, French, or PEW.

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## Grade 7 & 8

Students must have an average of 80% across all core subjects (Math, LA, Science, Social Studies, and Religion). Students may not have any failing marks. Students may not have a 1 in any subjects.

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## Additional Awards

Additional Awards include: Academic Awards for Highest Marks in Core Courses, CTF Options Awards, PATRIOT Award, Walter Long Service Award, Dedication and Perseverance Award.

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# CONTACT



Name	Position	Contact Info
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