

# École Cardinal Leger School



## **PARENT & STUDENT HANDBOOK 2023-2024**

141 Champion Crescent  
Saskatoon, SK  
S7H 3T8  
Telephone: (306)659-7190  
Fax: (306)659-2062  
Web Page: <http://www.scs.sk.ca/leg/>

Principal: Claudette Degagné-Ellis  
Vice-Principal: Murray St.Amand  
Office Coordinator: Colette Chantler

## PRINCIPAL’S MESSAGE

Welcome back to another new school year and a particular welcome to new staff, parents and students. We are all looking forward to an exciting 2023-2024 school year filled with exciting opportunities and experiences that promote learning and challenge us to respond as a faith-based community.

The purpose of this handbook is to familiarize you with the schedules and operations of the school, and to recognize the important part parents play in the education of children. Our mission at Cardinal Leger School is to be a welcoming community that nurtures faith, encourages excellence in learning, and inspires students to serve others. It is our hope this mission will be supplemented with the same beliefs and values in the home. Our Cardinal Leger School community believes that we are rooted in faith, growing in knowledge, and reaching out to transform the world. It is from these belief statements that we set our vision for our learning program and the activities we offer our students.

Parents/caregivers are welcome to contact their child’s teacher or the administrative team at any time to discuss their child’s progress. The partnership between home and school is vital for student growth and achievement. May God bless our entire community as we begin the 2023-2024 school year.

Sincerely,

Mme Degagné-Ellis  
*Principal*

## HISTORY OF CARDINAL LEGER SCHOOL

A school for the new subdivision of College Park was announced in January, 1968. The school was named after Paul-Émile Cardinal Léger. He was born on April 25, 1904, at Valleyfield, Québec. He was ordained a priest in 1929, and named Archbishop of Montréal in 1950 and a Cardinal in 1953. After resigning as Archbishop of Montréal in 1968, he went to Cameroon in Africa to work as a missionary. Lepers and individuals with disabilities were his special concern. Cardinal Leger passed away on November 13, 1991. He received numerous awards for his work from the Canadian government as well as other countries. It is hoped he will gain official recognition as a saint from the Church. **“God wanted not only words from me, but actions.”**

The school was officially named on June 11, 1968. Construction began in the spring of 1969 and it was completed in November of 1969. Students from Cardinal Leger started school in September, 1969 at St. Patrick School. There were about forty students from grades one to six and three teachers. The motto for the new school was Amor Vincet Omnia – Love conquers All. Burgundy and gold were selected as its school colors.

When the students and staff moved into the new school on Campion Crescent in November, there were four classrooms. Dr. E.V.J. Pulak was the first principal at Cardinal Leger. At that

time, he was also principal of St. Patrick's School and as a result spent one half day at each school.

In 1970 -71 Mr. Ron Fisher was principal at Cardinal Leger. He was followed by Mr. K. Rongve in September 1971. In 1979, Dr. Pulak returned as principal.

In 1971, a library and several classrooms were the first addition. Later two Kindergarten rooms and a gym were added. Subsequent additions included two classrooms during the 1984-85 term and three classrooms and another multi-purpose room during the 1985-1986 term. In 2010-2011, Cardinal Leger experienced another expansion with the addition of a pre-school consisting of two large classrooms and a kitchen facility as well as separate washrooms for the pre-school.

French immersion began in 1981 – 1982 with two classrooms of Kindergarten. Each subsequent year would see another grade level added to the French stream.

Current enrolment at Cardinal Leger is approximately 387 students, with about 158 in the English stream. Current principal Claudette Degagné-Ellis directs a staff of approximately 43 teachers and support staff.

## **GREATER SASKATOON CATHOLIC SCHOOLS VISION 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. 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.

ROOTED IN FAITH  
GROWING IN KNOWLEDGE  
REACHING OUT TO TRANSFORM THE WORLD

## **CARDINAL LEGER SCHOOL MISSION STATEMENT**

*Greater Saskatoon Catholic Schools:  
A welcoming community where we nurture our 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*

Cardinal Leger is guided by the gospel virtues: **Service, Love, Justice, Community, Reconciliation, Courage, Faith and Hope**. Each month, one virtue is selected and focused on. We begin each day as a school family with a gospel virtue reflection, student led prayer, and morning announcements.

### **Excellence in Learning**

Cardinal Leger School is committed to best practice for instruction, assessment, and learning resources.

### **Nurture's Faith**

Cardinal Leger School is committed to providing faith formation opportunities such as prayer, liturgies, reflections, and retreats so that our faith is alive through our actions and words, and is visible in our school culture and environment.

### **Inspires Service**

Cardinal Leger School is committed to providing opportunities for our students and staff to volunteer and make a difference in the world.

## **LEARNING IMPROVEMENT PLAN (Provincial Education Plans)**

Cardinal Leger School has established a Learning Improvement Plan that is based on the individual learning needs of our students. Through a variety of assessments that inform our instructional practice, we gather in Professional Learning Communities to create a plan to address student growth. Cardinal Leger School has a L.I.P. for reading, writing, staff and student faith formation, transitions, and social skills. Our Catholic School Community Council is called upon to support our L.I.P. initiatives.

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

Cardinal Leger has an active CSCC including both elected and appointed members. The CSCC works with the school administration to plan school community events as well as support the school's learning improvement plan. All parents or guardians of students enrolled in the school may run or vote in the election of the school's CSCC. Parents are invited to attend monthly CSCC meetings. Meeting dates are posted in the newsletter as well as on the school website. Please consider supporting your child's school by being a member of the CSCC. Many committees need your help throughout the year! Please watch for any announcements through Edsby. Each classroom will need a room parent and most classrooms would benefit from having a library parent to assist with weekly book exchanges or working at the book fairs.

For more information about the Cardinal Leger CSCC, please call the school at 659-7190.

2023-2024 Elected Members

Jamie Serviss – Chair  
Valerie Poirier – Vice-Chair  
Laura Jardine – Treasurer  
Joseph Joseph – Secretary

## **Tykes & Tots Daycare**

“Your Children are our Children”

Tykes & Tots is conveniently located in the Cardinal Leger School to better help our families who are in need of before and after school care.

## **Explorers Before and After School Program**

Before and After School Program is from 7:30 – 9 a.m. and then 3:30-6 p.m.

Our morning program is a drop off basis. Parents are able to drop off their child (ren) during our hours and they are comforted to know their child is in safe hands before we send their child (ren) off to school at 8:45.

## **Ukrainian Immersion Preschool Program**

Please contact Bishop Filevich School for more information.

## **SCHOOL COMMUNITY ACTIVITIES**

The following are some of the activities you can look forward to during the year at Cardinal Leger School:

### **Meet the Teacher Night**

“Meet the Families Night” occurs in early September to give parents an opportunity to meet the administration and classroom teacher. It lasts approximately one hour and focuses on a discussion about curriculum, instruction, assessment and classroom expectations. Childcare is provided. This evening is also an opportunity to hear about the volunteer opportunities and the initiatives of Cardinal Leger Catholic School Community Council.

### **Turkey Bingo**

This is one of the events of the year that is sponsored by the Cardinal Leger Catholic School Community Council. The turkey bingo provides a fun evening with pre-ordered pizza, a concession and plenty fun the whole family can enjoy.

### **Schools Win Twice**

This is one of the primary fundraisers for our school that takes place in early October and is organized by the division and ‘The Saskatoon Catholic Schools Foundation’. The school benefits by earning a percentage of the sales, which is applied to specific school programs or projects in our Learning Improvement Plan or school community.

### **Hot Lunch**

Cardinal Leger school participates in a program called Healthy Hunger. Monthly, families can order through the program and lunches are delivered to the school on the chosen date. These lunches can vary and have included sub lunches, pizza lunches, Booster Juice, etc. Parents can order monthly or in advance for the year.

### **Bake Sale**

Each classroom hosts a bake sale which is typically a date 1 week prior to our hot lunch dates. The bake sale proceeds go to that classroom for their various class projects.

## **Band**

All grade 6 students may join the band program. It is an enriching experience for students to be involved playing music together. They showcase their talents 2 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 Sask. Curriculum.

## **Intramural & Interschool Activities**

One of our objectives is to provide students with opportunities to play and participate in activities where the emphasis is on fun and 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 driving time.

## **Sports Teams**

Middle and elementary age students have an opportunity to be part of a variety of school teams that compete against other Catholic schools. Everyone takes part and the environment is fun and competitive. These opportunities include track, cross country, soccer, volleyball, and basketball.

## **House Leagues**

Each year the students are divided into 8 house teams (The Risons, Eager Eagles, Night Howlers, Wisdom Warriors, Fearless Bears, Truthful Turtles, The Bog Honest Feet, Massive Mooses). Throughout the year, houses compete in a variety of games and activities, such as school cheers, spirit days and service projects. Points are awarded based on effort, originality, cooperation, and participation. These House league names are connected to our Catholic virtues as well as the FNMI tipi teachings.

## **Skiing/Snowboarding**

Students in the upper grades can go skiing at a nearby ski hill for a fun day on the slopes. We strive to bring students yearly however, due to availability at both Wapiti and Table Mountain, providing this opportunity yearly is not always made possible. We typically leave early in the morning and get home around 5:00 p.m. It is a day enjoyed by all.

## **Concours D'art Oratoire**

As part of the French language program, the students at Cardinal Leger have an opportunity to enhance their public speaking abilities by competing in a city and province-wide competition for grades 6 – 8 students. This contest takes place during the month of March. The primary grades also take part in a non-competitive recitation of poetry.

## **Track & Field/Playday**

This is a day of track and field events for the older students of Grades 4 – 8 and fun, physical activities for the younger students. Parents are welcome to spend the day with their children. Remember to bring the sunscreen and hats!

## **SCHOOL POLICIES**

Our commitment is to provide a safe environment. This implies that we are concerned about the safety and well being of the students. We have established the following health and safety policies in an attempt to provide your child with a safe environment.

### **1. Emergency Forms**

At the beginning of the school year, the school sends home an Emergency Form. Parents are requested to complete this form and return it to the office. Parents are urged to keep the form current by notifying the school of any changes to the information contained on the form.

### **2. Arrival Time:**

We would like to remind all families that our school doors officially open at 8:45 am each day. To provide a safe and supervised environment for your children, we encourage you to utilize our Explorers Before and After School Program if you need to drop off your child prior to that time.

We kindly request that families refrain from dropping off their child or children to sit on the couches at the front entrance before 8:45 am. The Explorers program offers a structured and engaging environment where your child can learn, play, and socialize under the supervision of qualified staff.

If you have any questions or would like more information about the Explorers Before and After School Program, please feel free to contact Shelley Bettker, Explorers program director, at (306) 227-4325 or email her at [explorerspreschoolandbas@gmail.com](mailto:explorerspreschoolandbas@gmail.com) . Your cooperation in ensuring the safety and well-being of all students is greatly appreciated.

### **3. Late Arrival and Absenteeism**

Regular and prompt attendance is important to the long-term success of all students. Please use our EDSBY platform to communicate if one of your children will be late, sick or leaving early. In the event you are unable to use EDSBY, you may call the school at any time in the morning and leave a message on the answering machine. The secretary begins taking calls at 8:00 a.m. When a child is away and we have not heard from the family, it is our practice to contact the family. However, this can take some time as staff wait till about 9:15 before contacting the office.

### **4. Student Safety - Accidents**

The school will adhere to the regulations and procedures as outlined by the Catholic Board of Education in its policy manual. At Cardinal Leger we will implement the guidelines by following these practices.

- Administer first aid by staff member.
- Inform parents of the injury. In the event that parents or emergency care givers cannot be reached, the school personnel will act in “loco parentis”. If the child can be transported by car for medical attention it will be done. If not, an ambulance will be called.

- An injury report will be written by the staff member who dealt with the accident.

### **5. Student Safety - Medications**

The school will adhere to the policy expectation as outlined in the school board policy. Cardinal Leger will have a medical alert list of students who experience serious medical conditions. Their picture, medical condition, and intervention will be identified in a centralized location, i.e. Staffroom. Medication will be administered by staff once there is a letter from the doctor, consent from the parents, and approval of the principal.

### **6. Fire Drills**

Students must be familiar with the proper evacuation procedure. Several fire drills are conducted during the school term, particularly early in the school year. Children will be required to follow strict rules of conduct for evacuation and evacuation rehearsals. Parents can reinforce these requirements at home. In the event of a real evacuation and if the weather is inclement, College Park School gymnasium will be our safe place.

### **7. School Lockdown Practices**

Two times per year our school will practice our Lockdown routines. There are 2 types of lockdowns. The first is a perimeter lockdown. This would be called in the event that we hear from our Saskatoon City Police Resource Officers that there may be a threat in or around the College Park area. The second is a full lockdown. This would be called in the event that there is an imminent threat within our school.

### **8. School Health Services**

The Saskatoon District Health Authority provides schools with services in pupil health assessment, child health conferences and clinics, vision and hearing screening, and immunization programs. A nurse is assigned to our school and visits when time permits. Any questions you have should be directed to the South East Health Service at (306) 655-4167.

### **9. Allergy Alert Environment**

A number of students attending our school have extremely serious life-threatening allergies to various nuts and nut by-products, dairy products and others. Cardinal Leger School is committed to providing a safe and positive atmosphere for all students, parents and staff. We kindly ask that parents not send any food to school with their children that may contain peanuts, nuts or nut by-products. Your cooperation is much appreciated. Furthermore, if you have a child with severe allergies needing emergency medications, please alert the teacher immediately. We also remind you to update the medication that we have at the school. A signed permission slip and physician form is required each year for administering medication to students. Please check at the office or call and the necessary form will be provided. Thank you.

### **10. First Student Bus Transportation**

Families may be eligible to utilize bus transportation. Our bus provider is First Student. To be eligible for this service, you must live within our school boundaries however, if you are less than 1.2 kilometers from the school, you do not qualify to register for the bus. If you have any questions, please contact the school at (306) 659-7190 and we can look into eligibility.



In extreme cold weather First Student Busses will not their route which is -45 degrees or colder with the windchill. This information is collected by 7:00 am and will immediately be communicated with families. Please make sure to sign up for communication through the First Student App (FirstView). If you have any further questions you may contact them at (306) 343-2125.

## **11. General Safety Rules and Guidelines**

- Students use the door to enter and leave the school that has the best proximity to their classroom. The front door should be reserved for students who are being dropped off, parents, and staff.
- Skateboards and rollerblades may be used as a way of getting to and from school, but we encourage they are not ridden after students have arrived or during recesses.
- Students are expected to remove dirty or wet footwear on the carpets near the doors and carry them to their classroom locker or place them on the class boot rack. If dirty footwear has to be cleaned, it must not be cleaned in the bathroom sinks. Rather, students are to scrape them clean outside and then use the sink in the caretaker's room for these purposes.
- Due to the number of students at our school, students from Kindergarten to grade 4 will be allowed to use the creative playground during the recess breaks and lunch hours. Ball tag and games similar would not be games to be played on the apparatus.
- There are some exterior out of bounds areas, namely, the staff parking lot, west side of the hill, south side and east side of the school.
- Students may not leave the school grounds during any part of the school day without a parental or staff consent. The confectionary in the neighborhood is not permitted.
- Rink (this year there is no volunteer to maintain the rink therefore there will be no rink) and hill schedules will be designed to establish reasonable usage.
- There are interior out of bounds areas such as the gymnasium, computer room, paper room, photocopy room, equipment and apparatus rooms. Access can be had only under direct supervision of staff members.
- Students are asked to leave any item at home which will present a distraction for them or others in the classroom. This avoids the risk of special things being lost or stolen. This applies any personal belonging that you would not want to lose.
- Students who carelessly or willfully damage or destroy the school's or another's property will be asked to make restitution of that property.
- Any type of object that could cause harm to your child or to other students are not permitted at the school. If any such item is found, a team will be involved in ensuring that all on our Cardinal Leger School landscape are safe.

- Students are required to go outside for their recesses. To ensure student safety during the winter season, our division has a policy. If our temperatures exceed lower than -25 Degrees Celsius with the windchill, students will stay indoors. A rotational schedule is created for our shared spaces. Students will only have access to these under the supervision of a teacher. All other students are to remain in their classrooms. Indoor recess totes have been assembled by our CSCC to provide quiet activities for students.

## **12. Cell Phones**

We want to provide clarity on our school's cell phone policy to ensure a focused and productive learning environment.

Students are permitted to bring their cell phones to school; however, we request that they remain in their backpacks throughout the school day. Cell phones and music players should not be turned on or used during school hours.

Under the direct supervision of their classroom teacher, students may use their devices for the purpose of learning. In the event that a student needs to contact a parent, we ask that they use the school phones with the prior approval of their classroom teacher.

Additionally, we would like to emphasize that taking pictures or videos of others at school is strictly prohibited. This policy is in place to respect the privacy and comfort of all students and staff members. We appreciate your cooperation in adhering to this guideline.

If you ever need to contact your child during the school day, please reach out to the main office at (306) 659-7190. Your cooperation in adhering to these guidelines is greatly appreciated, as it helps maintain a focused and conducive learning environment for all students.

## **LUNCHROOM EXPECTATIONS**

Students and teachers need and deserve a break during lunch hour. Children are welcome to stay for lunch during noon hour; however, eating lunch at school is a privilege, not a right.

Therefore, we expect students to adhere to the following expectations:

1. Students eat lunch in their own desks or area assigned by the teacher.
2. Students are to eat in a quiet and orderly manner.
3. Students must clean up after lunch.
4. After lunch – 12:22 p.m. – and weather permitting, students are required to go outside to play.
5. Students are expected to follow instructions as explained to them by the supervisors.
6. Repeated misbehavior during lunch period will be reported to parents. If misbehavior continues, students will be asked to eat their lunch away from the classroom or away from the school for a period of time.
7. There is a lunch fee required by the division to have your child eat their lunch here at school. The fee varies however there is a maximum fee of \$200 per family. These fees are collected through My School Bucks or paid in Cash and are used by the division to subsidize the cost of noon lunch supervisors that are assigned.

**Consequences:**

- Step 1. Behavior will be recorded. Supervisor and classroom teacher will review expected behavior with the student.
- Step 2. Same. Parent will be notified using form letter.
- Step 3. Same. Parent will be notified using form letter. Student will be asked to eat away from the class.
- Step 4. Same. Student will lose lunch privileges.

**STUDENT ASSESSMENT/REPORTING****Three Way Conferences**

Parents/caregivers and students will participate in three-way conferences after each of the first two reporting periods (November, March). Portfolios/Edsby learning story and/or Gradebook of student work displaying areas of growth and improvement are sent home at the teachers digression. A conference form is completed by the teacher and student to establish goals that guide discussions.

**Progress Reports**

Progress Reports will be issued three times a year - November, March, and June.

**COMMUNICATION****Newsletters**

It is traditional that families will receive a newsletter once a month. The newsletters are posted on the school Website <https://www.gscs.ca/LEG> as well as uploaded on Edsby. Classroom teachers also send communication home which focus on learning, content, and the activities of their particular students. All teachers use Edsby to communicate with families as well as some teachers establish blogs to communicate information about assignments and classroom projects. All teachers are encouraged to contact parents regularly to establish a positive partnership that supports learning.

**INTERNET POLICY****Purpose**

Cardinal Leger provides internet service to help students and teachers to research and to make contact and learn about people in other parts of the world and learn about their points of view.

**Rights and Responsibility**

Every user has the responsibility to respect the rights of every other user in the community and on the internet. All users are expected to act in a responsible, respectful and legal manner. Access to the internet is a privilege to be used wisely. If you do not follow the policy, you will

be cut off, and there will possibly be other consequences.

### **Accessibility**

The computer room will be scheduled on a classroom rotational basis during the school day.

Extracurricular usage (before and after school) is available only when a staff member agrees to directly supervise the computer room. Students failing to get permission to use and supervision will forfeit loss of privilege for a period of time.

Internet service is available in the computer lab. We at Cardinal Leger expect that parents/guardians will discuss use of the internet with their children and reinforce the school goals and responsible internet use.

## **CARDINAL LEGER ANTI-BULLYING POLICY**

Cardinal Leger is a Catholic School where we view Jesus as our teacher and role model. Our mission is to provide an inclusive, faith filled Catholic Education. Cardinal Leger School will not tolerate bullying behavior. Guided by this policy, our Code of Conduct and our Gospel Values, bullying behavior will be dealt with in a serious and timely manner.

We believe that all students have the right to a safe, responsible and respectful school environment, free from bullying behavior. We also believe students have the responsibility, through their actions, to assist the staff in creating a safe, responsible and respectful environment.

### **1. Roles and Responsibilities**

#### **Cardinal Leger students have a responsibility to:**

- promote a positive, caring and respectful environment
- refuse to bully others or to be a bystander to acts of bullying
- actively participate in school-wide and classroom anti-bullying initiatives and social skills programs
- report all acts of bullying they may encounter or observe to appropriate school personnel

#### **The bullied are expected to:**

- honestly and accurately report bullying behaviors to staff in a timely manner
- learn and apply appropriate strategies to counter bullying behaviors

#### **Bystanders are expected to:**

- honestly and accurately report bullying incidents
- support the bullied in positive ways

#### **Cardinal Leger Staff are expected to:**

- provide leadership that models the Gospel Values and promotes positive relationships

- between students, staff and parents
- implement the school's anti-bullying initiatives and reinforce the school's Code of Conduct
- investigate and document reports of bullying, apply interventions and follow-up
- encourage and teach students to report incidents of bullying
- communicate with parents about bullying incidents

**Cardinal Leger parents/guardians, parish and community members are encouraged to:**

- inform the school if bullying is suspected
- work with the school to resolve identified incidents of bullying
- familiarize themselves with the definition of bullying and related issues
- be active contributors to our school community while we strive to create a safe, caring and respectful school environment

**Definition of Bullying:**

**Bullying is generally defined as a repeated, intentional, and aggressive behavior directed at someone with less power or authority, often with the goal of causing physical or emotional harm. It involves a real or perceived imbalance of power between the bully and the target and can take various forms, including verbal, physical, social, or cyberbullying.**

**Here's a more detailed breakdown of the key components of bullying:**

- 1. Repetition: Bullying typically involves repeated harmful actions or threats over time.**
- 2. Intentionality: The behavior is purposeful and meant to cause harm or distress.**
- 3. Aggressiveness: Bullying includes actions that are meant to intimidate, harm, or control the target.**
- 4. Power Imbalance: There is an imbalance of power, where the bully possesses more power, physically, socially, or otherwise, than the target.**
- 5. Forms of Bullying:**
  - **Verbal Bullying: Includes name-calling, teasing, taunting, and other verbal abuse.**
  - **Physical Bullying: Involves hitting, kicking, pushing, or other forms of physical aggression.**
  - **Social Bullying (Relational Aggression): Targets a person's social relationships, reputation, or social standing.**
  - **Cyberbullying: Takes place through electronic devices, such as smartphones or computers, and includes online harassment, spreading rumors, or sharing hurtful content.**

## **2. Procedures**

### **Prevention**

Prevention of bullying is the intended goal. Initiatives are ongoing and include classroom instruction and school-wide initiatives. Strategies presented include identification of bullying versus conflict, roles within the bullying scenarios and respectful responses to bullying behavior.

## **Investigation**

The safety of all students is the primary focus. Students involved shall be made aware of the incident and dealt with individually using developmentally appropriate interventions. Information will be gathered from all of the individuals involved. A Bullying Incident Form may be completed. A Student Action Plan may be initiated.

## **Interventions**

- a) Actions to address incidents of bullying behavior shall take into account:
  - the maturity levels of the students involved
  - the levels of physical and/or emotional harm that have occurred
  - any past or similar incidents or continuing patterns of behavior
  - the relationship of the parties involved
  
- b) All those involved will be informed that there will be follow-up regarding the incident. The behavior of each student involved (regardless of role) is to be monitored to determine further actions. Parents and school staff will be receiving information about consequences as applied by the in-school administrator.
  
- c) Consequences may include:
  - discussion, problem solving and reviewing safe, caring and respectful behavior
  - loss of privileges, detention
  - action plan
  - removal from class, in-school suspension, suspension from school for a specific time
  - restitution
  - behavioral contract
  - referral to school counselor
  - referral to Student Services to discuss alternative programming or alternative placement
  - involvement of community agencies
  
- d) The in-school administrator may request assistance from Student Services personnel, the school counselor or a Police Resource Officer.
  
- e) In the event that efforts provided by staff with the students involved are unsuccessful and further bullying behaviors are found to occur, the following formal procedures will be initiated:
  - in situations where it has been determined that bullying behavior has occurred and is part of a continuing pattern, a Bullying Incident Report will be completed and a copy will be kept on file at the school
  - the in-school administration will contact parents/guardians of those involved. Initially, any meetings regarding those involved will be done individually. If mediation is found to be a necessary intervention, all parties will be encouraged to be involved
  - if the plan involves suspensions or alternative placement, the school division procedures shall be followed

### 3. Policy Communication

The in-school administration shall review this policy at the beginning of each school year with all staff members and all students. Families are encouraged to review this policy at the start of each school year.

## Cardinal Leger School Daily Schedule 2023-2024 School Year

8:45 am	School Doors are unlocked (if students arrive prior to 8:45 am, they are to be registered in the Explorers Before and After Care Program).
8:55 am	Warning Bell
9:00 am	Classes begin We begin each day with a school-wide Prayer, land acknowledgement and announcements.
9:05-10:30 am	Instructional Time
10:30-10:45 am	Morning Recess (outdoors weather permitting)
10:45-12:00 pm	Instructional Time
12:00-12:22 pm	Lunch (See lunchroom rules and expectations)
12:22-12:45 pm	Lunch Recess (outdoors weather permitting)
12:45-2:15 pm	Instructional Time
2:15-2:30 pm	Afternoon Recess (outdoors weather permitting)
2:30-3:30 pm	Instructional Time