



ST. BERNARD SCHOOL
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ADMINISTRATION'S MESSAGE

A warm welcome to all students and families at St. Bernard School!

At St. Bernard School, we are proud to live out our division's mission: to welcome others, nurture faith, encourage excellence in learning, and inspire students to serve others. We strive to embody this mission each day—through prayer, our interactions, and our commitment to modeling service and compassion.

This year, our school community will focus on the Gospel virtues of **Respect, Gratitude, Empathy, Hope, Honesty, Love, Generosity, Forgiveness, Faith, and Humility**. These values will guide our actions and help foster a caring and respectful environment for all.

Our **School-Wide Learning Improvement Plans for 2024–2025** focus on the following goals:

- **Kindergarten to Grade 4:** Implementing the *Heggerty* writing resource as part of our English Language Arts instruction.
- **Grades 5 to 8:** Enhancing writing mechanics and vocabulary to strengthen students' ability to communicate their ideas effectively.

These goals inform the work of our **Professional Learning Communities (PLCs)**, where our staff collaborates regularly—meeting twice a month after school or on designated Professional Learning Days—to plan instruction and assess student learning. This ongoing collaboration ensures we continue to provide high-quality educational opportunities for every student at St. Bernard School.

We are also blessed with an active and engaged **Catholic School Community Council (CSCC)** that fosters strong partnerships between home, school, and parish. While we recognize that families have many commitments, we warmly welcome parents and guardians to become involved in the CSCC in any capacity. If you're interested in joining or learning more, please don't hesitate to contact the school.

This handbook is intended to provide you with important information about our vision, policies, and procedures for the upcoming year.

If you have any questions or would like to connect further, we encourage you to visit the school or reach out to the main office.

Sincerely,

Andrew Novecosky, Principal
Curtis Wagner, Vice-Principal

DIVISION 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***

ABOUT GREATER SASKATOON CATHOLIC SCHOOLS

Greater Saskatoon Catholic Schools is Saskatchewan's largest Catholic school division. We serve approximately 23,000 students in 50 schools located in Saskatoon, Humboldt, Biggar, Warman, and Martensville. The division employs approximately 2,800 people who work as teaching, service and support staff.

Though Catholic education has existed in Saskatchewan for more than 100 years, our division continues to adapt for the future and implement innovative programming. At the same time, we continue to offer students a unique, faith-filled perspective that teaches them they have the ability to make the world a better place.

At Greater Saskatoon Catholic Schools we are proud to say our schools and our students are rooted in faith . . . growing in knowledge . . . reaching out to transform the world.

HISTORY OF ST. BERNARD SCHOOL

Named in honor of . . . ST. BERNARD OF CLAIRVAUX (1090-1153)

St. Bernard, Abbot and Doctor of the Church. St. Bernard was born of noble parentage in Burgundy, France. He joined the Cistercian Order and founded the Abbey of Clairvaux. St. Bernard was appointed Abbot and founded numerous other monasteries, composed a number of works and undertook many journeys for the honor of God.

He was canonized by Pope Alexander III on January 18, 1174. In 1830, Pope Pius VIII bestowed upon St. Bernard the title "Doctor of the Church".

St. Bernard School was opened to students on August 31, 1981. The first Principal was Mr. S. Exner and the Director of Education at that time was Mr. W. Podiluk.

ST. BERNARD SCHOOL CODE OF CONDUCT

We, the students, staff and parents of St. Bernard School believe that every child has the right to strive and attain their full potential in a Christian environment.

In order to maintain a safe, caring and positive place to learn, we expect everyone to adhere to the following principles:

- EACH PERSON HAS THE RIGHT TO **BE RESPECTED**
- THE CLASSROOM IS A PLACE WHERE STAFF HAVE THE **RIGHT TO TEACH** AND STUDENTS HAVE THE **RESPONSIBILITY TO LEARN**
- **RESPECT** SCHOOL PROPERTY, THE PROPERTY OF OTHERS AND THEIR RIGHT TO PRIVACY

The staff of St. Bernard School is entrusted with the responsibility of teaching, caring for, correcting, and protecting our students in ways that reflect and support Christ's teachings.

ST. BERNARD ANTI-BULLYING POLICY

Foundation of Policy

"Blessed are the peacemakers; for they shall be called the children of God" – Matthew 5:9

St. Bernard School and Community will not tolerate bullying behaviour. Guided by Gospel Virtues, bullying behaviour will be dealt with in a serious and timely manner. The school will be taking proactive actions such as teaching our students the Second Step Social Skills Program, and following a set of guidelines that deal with incidents of bullying in order to foster a safe and bully free environment at St. Bernard School.

Definition of Bullying

A student is bullied when he or she is **repeatedly** exposed to negative actions on the part of one or more students causing emotional, psychological, or physical harm. These negative actions are **intentional** and hurtful. Bullying can be verbal, physical, relational, or reactive. Bullying (cyber bullying) can also occur online (for example: SnapChat, Instagram, texting, etc.) Bullying involves an imbalance of power, creates fear, and is not gender specific.

Student and Staff Responsibilities

I. Students who choose to engage in bullying behaviour are expected to:

- accept responsibility for their behaviour.
- accept the consequences of their behaviour.
- understand the distinction between their behaviour and who they are as a person.
- learn and apply respectful strategies to overcome bullying behaviours.

II. Bystanders are expected to:

- become an honest witness.
- report in an honest and fair manner accurately.
- support the bullied in positive ways.
- have an understanding of their power and ability to make a difference.

III. Students who are bullied are expected to:

- honestly and accurately report bullying behaviour.
- understand that all bullying incidences will be dealt with in a caring and respectful manner.
- learn and apply respectful strategies to counter bullying behaviour.

IV. Staff Members at St. Bernard are expected to:

- keep lines of communication open between home and school.
- understand the distinction between the bully's behaviour and who they are as a person.
- assist students in making healthy and positive choices.
- teach social skills and anti-bullying programs.
- follow through with consequences.
- monitor progress and resolution.
- stay current in research and practice.
- conduct themselves in a manner that is Christ like.

Procedures

This procedure is the response to bullying:

Step 1: Ask the person to stop because they are hurting you

Step 2: Ask the person to stop or you will report them to a staff member

Step 3: Report to a staff member

If there is a physical attack, go directly to a staff member; skip step 1 and step 2!

Step 4: If bullying behaviour is evident, a Bullying Incident Report will be completed, followed up by parent meetings and a strategy for action. Each incident will be dealt with in a consistent manner that is grade appropriate and empowers the victim to feel secure knowing that there is no fear of retaliation for informing adults.

DAILY SCHEDULE FOR STUDENTS

8:30 a.m. – School doors unlocked
8:40 a.m. - Warning Bell
8:45 a.m. - Announcements & Prayer
10:15 a.m. - Recess
10:30 a.m. - Classes Resume
11:45 p.m. - Lunch
12:25 p.m. - Warning Bell
12:30 p.m. - Classes Resume
2:00 p.m. - Recess
2:15 p.m. - Classes Resume
3:15 p.m. – Dismissal

ST. BERNARD CATHOLIC SCHOOL COMMUNITY COUNCIL

On behalf of the Catholic School Community Council we would like to welcome you to this new school year at St. Bernard School; and introduce you to the Catholic School Community Council. As parents and members of the school community, the Catholic School Community Council members form a link between our families, our school, and the larger community.

The CSCC meets once most months and has both elected members and appointed members. We work with the school staff to plan fun events, such as the annual Family Bingo, Staff Appreciation Week and Meet the Staff Night. We also do fundraising through online initiatives. Monies raised through fundraising activities go back into the school – and the CSCC works with the school to find the best ways to utilize these funds.

The CSCC is a great way to be involved in your child's life, and it's a perfect opportunity for working parents to stay current on what's happening at school. The meetings are generally fairly brief, and with elected and appointed membership you can be as involved as your schedule allows. The meeting times and dates are noted in the newsletters, and I would encourage you to attend, as new members are always welcome!

We hope you find this handbook helpful, and we wish you and your family a great school year.

Julie & Sean Coquet, CSCC Co-Chairs

PROGRAMS

RELIGION AND PARISH INFORMATION

As a Catholic school, we offer approximately one-half hour of instruction per day on religious education. However, religion and spirituality are not restricted to this time but encompasses a student's entire day at St. Bernard School. We promote the gospel values that Jesus taught us throughout each of our actions each day.

Prayer is also a very important part of our faith and St. Bernard School. We begin each day in prayer over the intercom as well as in the daily classroom routine.

We are also blessed to have a partnership with Father Joseph, Father Michael, and Holy Spirit Parish through school wide liturgies or masses held at the church. Sacramental Preparation is done in the parishes, but we do have regular visits from our sacramental preparation minister and our priest.

St. Bernard School offers the family life program "Fully Alive" from grades 1 to 8. Notification as to when and how this program is being taught is communicated to parents on a yearly basis.

SOCIAL SKILLS PROGRAM

Time will be dedicated each week to the teaching of social skills in every classroom. Most classroom teachers use the Second Step Social Skills program to teach skills such as conflict resolution, anger management, making friends, empathy, and others. The gospel values that Jesus taught us will be embedded in the social skills focus and programs.

MATH PROGRAM

Greater Saskatoon Catholic Schools has incorporated “*Math Makes Sense*” as the primary resource for teaching Math according to the Saskatchewan Curriculum.

READING PROGRAMS

All of our classrooms use a balanced literacy approach to instruction in Language Arts. This approach uses a balance of instruction and practice in reading, phonemic awareness, spelling, and writing. Modeled reading, shared reading, guided reading, and independent reading are all incorporated into the reading instruction to teach students multiple strategies to becoming proficient readers. Our teachers, particularly in the primary grades, incorporate a Home Reading Program in which students are encouraged to read at home daily.

LEARNING ASSISTANCE PROGRAM

The role of the Learning Assistance program at St. Bernard School is to help support student learning through collaboration and consultation with parents, consultants, and with classroom and catalyst teachers. This is achieved through meeting and planning with parents, teachers and educational assistants, assessment of students’ strengths, by differentiating instruction (students working in small groups at their own level), and through co-teaching with classroom teachers. The Learning Assistance Teacher will work with teachers and educational assistants to support classroom teachers in planning and developing programs, communicating with parents and working with outside agencies.

BAND

Our band program is offered to students from Grades 6-8. Students learn to play their instruments in a group setting with a music specialist and receive lessons twice a week during school hours. Performances will take place at Christmas and in June. Parents will be provided with more information regarding the band program in Spring prior to Grade 6.

ENGLISH AS AN ADDITIONAL LANGUAGE

The role of the English as an Additional Language Teacher is to support students for whom English is not their first language. EAL teachers teach strategies to improve the four skills of reading, writing, listening and speaking, in addition to grammar and vocabulary. Ongoing assessment of EAL students is done. In addition, cultural expectations and traditions are taught. EAL will benefit greatly from reading English books and watching wholesome English TV shows at home.

EXTRA CURRICULAR ACTIVITIES

Students in grades 4-8 have the opportunity to get involved in a number of extra-curricular activities. These activities take commitment and effort from students and are completely voluntary commitments on behalf of staff members. The school community appreciates the sharing of their talents and abilities in the following activities (vary from year to year): ▪ Choir ▪ Cross country running ▪ Volleyball ▪ Basketball ▪ Indoor Relays ▪ Track & Field ▪ Student Leadership ▪ Rosary Club ▪ Art Club



EDSBY

Edsby is the primary form of communication for Greater Saskatoon Catholic Schools. It is important that families are connected and check for communication regularly. Student Led Conference booking and Progress Report distribution will only be accessible on Edsby. Please contact the school if you have any questions or require assistance with Edsby.

ATTENDANCE - EDSBY

For safety reasons, we need to be notified of your child's absence. Please report all absences through Edsby. If necessary, you may call the school and leave a message. If your child is late or absent and we have not heard from you via phone message or Edsby, you will be contacted regarding the absence. You can also call the school at 306-659-7280 to report an absence and/or leave a message.

ASSESSMENT - EDSBY

Assessment and evaluation of student achievement are an ongoing and integral part of the learning process. Learning celebrations will be regularly communicated to parents, caregivers and students through the Edsby platform. Student-Led Conferences, and communication between the home and school team takes place in Edsby. Family support and feedback to make learning meaningful and appropriate for your child/children is greatly appreciated. We encourage parents and caregivers to share any information with the classroom teacher that may enhance the learning opportunities for their child. Student Led Conferences are held in November and March. Booking will take place through Edsby. If you need assistance, please contact our main office at (306) 659-7280. Progress Reports are distributed through Edsby.

NEWSLETTERS

Weekly newsletters are distributed electronically. If you wish to include any school related information in the newsletter, please see the school principal. School newsletters will be posted on Edsby at the end of each week.

SUPERVISION-STUDENT SAFETY

Greater Saskatoon Catholic Schools is committed to creating conditions for student safety. To achieve this goal, **formal supervision for students at St. Bernard School commences at 8:30 a.m. and concludes at 3:30 p.m.** Your child/children arriving/departing school outside these hours will be asked to register at the before and after school program. To help provide for student safety please ensure drop off and pick up times are within these times. Should it be required, a before and after school program is provided at our school. The program director can be contacted at 306-659-7107. **Students are encouraged not to come to school until 8:30 a.m.**

NOON LUNCH

Students and teachers need and deserve a break during lunch hour. Generally students should try to eat their lunch at home or away from the school. In special circumstances, such as emergencies, extremely cold weather or long distance from school, students may stay at school for lunch. Lunchroom supervision is provided though, for children who, for a variety of reasons, must eat lunch at school. All children who stay for lunch, even occasionally are asked to sign a Lunchroom Contract that clearly outlines expectations and consequences. (Lunch Rules are outlined below) This contract will be reviewed by teachers and students and will be sent home to be signed by parents as well. Your cooperation and adherence to the above policy will be appreciated. It will result in a pleasant and orderly lunch hour for everyone. Please discuss this with your child and keep this policy for future references. Our school division charges a nominal fee to parents whose children stay at the school during the lunch hour.

LUNCH RULES

- a) Students staying for lunch must conduct themselves appropriately or they will be asked to eat their lunch at home.
- b) Students are to obey and follow any other instructions as explained to them by the teacher supervising.
- c) Inappropriate behavior in the lunchroom will result in the following:
 - i) Student is given a warning.
 - ii) Student is to eat their lunch away from the classroom for one day. (teacher contacts parents)
 - iii) Student is to eat their lunch away from the classroom for one week.
 - iv) Student is to eat their lunch away from the school for one day.
 - v) Student is to eat their lunch away from the school for up to one week.
- d) After lunch (12:05 p.m.) and weather permitting, students are to go outside to play.
- e) To ensure students safety, students staying for lunch are not permitted to leave the school ground unless they have written permission from a parent, and it is presented to the classroom teacher prior to the lunch break.

Your cooperation and adherence to the above policy will be appreciated. It will result in a pleasant and orderly lunch hour for everyone. Please discuss this with your child and keep this policy for future references.

STUDENT POSSESSIONS

Parents are asked to ensure that all of their child's supplies, equipment, and clothing are clearly labeled. This simple step helps reduce the number of lost or unclaimed items. We also ask that students **not bring valuable items** to school, as the school does not carry insurance for lost, stolen, or damaged personal belongings.

Students may bring their cell phones to school. They are responsible for keeping them secure and out of sight. We know they are a great tool for communication with you, their families. Students must have teacher supervision and permission to use their cell phones during the school day, including recess and lunchtime. There are telephones available in each room in the building and our Office Coordinator Mrs. Moldenhauer is in the front office and able to pass on messages as needed.

STUDENT DRESS

Student dress should reflect **dignity, respect, and appropriateness** for a learning environment. We ask that students dress appropriately for the school setting and activities. Students are expected to dress in a way that respects themselves and others. Inappropriate clothing includes clothing (or accessories) that promote or symbolize drugs, alcohol, tobacco, illegal activity, racism, violence, sexualized slogans or images, pornography, gang-styles and symbols, obscene words or designs. Headwear shall be not worn inside the building by any students except on spirit days. All students should have a pair of gym shoes for indoor wear.

FIRE DRILLS

Six fire drills will take place during the year. Students will be instructed as to proper exiting procedures. It is very important that students are attired in proper footwear at all times. Arrangements have been made with Lakeview School and Holy Spirit Parish in the event that we need to evacuate the school.

MILK PROGRAM

The school provides a milk program for students. You may wish to purchase daily or have your child on a prepaid program card. The milk cost is \$1.00 or \$20.00 per card of 20.

MEDICATION POLICY

Greater Saskatoon Catholic Schools has committed to providing a safe and secure school environment for all students. There are policies which outline appropriate procedures dealing with a variety of emergency situations. This includes administration of emergency medical assistance or medication. As well there are policies that govern administration of medications on a regular basis. Parents should contact the main office when their child requires medication. The administration of any kind of medication (including Tylenol, Advil, antibiotics, etc.) requires the parent/guardian to complete a parental consent form and a physician's request form. These forms can be obtained at the school's office.

KINDERGARTEN AND GRADE 1 REGISTRATION

Kindergarten is a very special school experience! At St. Bernard it is an exciting beginning with a positive and nurturing environment. Children who will be five years of age on or before December 31st, 2025, may enter Kindergarten in September 2025.

Children who will be six years of age on or before December 31st, 2025 may enter Grade 1 in September 2025.



PARKING REGULATIONS

Please do not park in the No Parking zones at the front of the school. The police department monitors these areas from time to time and parking violation tickets may be issued by City of Saskatoon officials.

SCHOOL SPEED ZONES

All school and playground areas have a speed limit of 30 km/hr. The speed zones are in effect from 7:00 a.m. – 7:00 p.m. We ask for your cooperation in seeing that our students remain safe. Please use the designated crosswalks and remember that U-turns are not permitted in the school zone.

PARKING LOT

We have a limited number of parking stalls available for our staff in the Parking Lot. We ask your cooperation to please not use the school parking lot when dropping your children off or picking them up in the morning, at noon or after school. You are most welcome to utilize this lot for evening activities after 5:00PM.

DRIVER REGISTRATION

Volunteer Driver Registration – All parent drivers who may be involved in transporting students to and from sport games/activities must register at the office. Please bring your driver's license and proof of insurance to the office and sign a form to complete the process.

STUDENT USE OF SCHOOL TELEPHONE

School telephones are to be used for business and/or emergency purposes. Interruptions for social calls take up a great deal of class time. Social calls are discouraged. Students require teacher's permission to use the school phone.

HOMEWORK

Homework may be assigned at any grade level at the teacher's discretion. Homework has its place and purpose. Usually there are four basic purposes for assigning homework:

1. to prepare a lesson for the following day
2. to complete assigned exercises
3. to do research on certain materials or studies
4. to review work that has been taken during the day

Teachers will exercise moderation with respect to homework. The following guidelines on completing homework may assist your child to be successful:

- Help your child find a quiet space to complete homework.
- Help your child with time management.
- Watch for signs of frustration and communicate with your classroom teacher respecting these concerns.
- Set a schedule for homework with a beginning and end time.

HEALTH NURSE AND COMMUNICABLE DISEASES

The Public Health Nurse will perform immunizations at school with parent's written consent. Anyone may phone 8-1-1 for health-related questions and guidance.

The most recent resource regarding communicable diseases is provided in the link below:

<https://www.saskhealthauthority.ca/sites/default/files/2023-10/Table-PHC-CDGuidelines.pdf>

Parents should reach out if they have any questions regarding immunizations and to provide immunization records in the event they come from outside of Saskatchewan. Our public health nurse's number is 639-480-9027.

Email for providing immunization records: saskatoonsouthschools@saskhealthauthority.ca