



# St. Bernard School

## **ST. BERNARD SCHOOL 2019-2020**



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Saskatoon, SK  
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Kris Hanson, Principal  
Ted Elash, Vice-Principal**



## **ADMINISTRATION'S MESSAGE**

A special welcome to all of our new and returning students and families to St. Bernard School for the 2019-2020 school year. At St. Bernard we strive to live out our division mission statement in which we welcome others, nurture faith, encourage excellence in learning and inspire students to serve others. We do this daily through prayer and our interactions with each other. As we carry through our daily work we are reminded of our call to serve others. We will model this and encourage our students to do the same. Throughout the school year we will focus on the gospel virtues of Love and Respect, Community, Faith, Hope, Courage, Reconciliation, and Justice.

Our school wide Learning Improvement Plans for 2019-2020 will focus on:

- Early Learning (K) – A goal for improvement in a domain of EYE as identified by the Division team for 2019-2020 – *Learning Sprints*
- Grades 1-3 Writing & Digital Communication – *Learning Sprints*
- Grades 4-8 Writing & Digital Communication

These plans help guide the focus of our professional learning communities and the learning opportunities that each child will have. Our staff meets within Professional Learning Communities to plan for instruction and assessment of student learning. Our PLCs meet on selected mornings and on Staff Professional Learning Days. We meet in PLCs to discuss how to provide the best educational opportunities for the students of St. Bernard School.

St. Bernard School also has an active Catholic School Community Council (CSCC) which promotes and allows for the involvement of the parents and community. We realize that many parents and guardians are very busy with activities in and out of school. However, we would encourage parents and guardians to become involved in our CSCC (in any capacity). Please contact the school for more details.

This handbook is intended to provide information regarding the vision, policies, and procedures for this upcoming school year.

If you would like any additional information please feel free to drop by the school for a visit or phone the main office.

Yours truly,

Kris Hanson, Principal

Ted Elash, 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 19,000 students in 50 schools located in Saskatoon, Humboldt, Biggar and Viscount. The division employs approximately 2,300 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**

8:40 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 I 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 the Schools Win Twice and various other 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.

Karen Thomson, 2019-2020 CSCC Chair

## **PROGRAMS**

### **SOCIAL SKILLS PROGRAM**

Time will be dedicated each week to the teaching of Social Skills in every classroom. We will use the Second Step Social Skills program to teach skills such as conflict resolution, anger management, making friends, empathy and many 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.

### **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 Christ 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 and end 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 Darryl Millette and Holy Spirit Parish through school wide liturgies or masses held at the church. Children also prepare for the sacraments of Eucharist, Reconciliation and Confirmation.

In January 2020, 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.

### **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 Assistant 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.

At St. Bernard School we also incorporate the use of Academy of Reading and Academy of Math programs to help with intervention of reading and math skills.

### **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 in order 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.

### **POLICIES AND GENERAL INFORMATION**

#### **ATTENDANCE**

Attendance – Safe Arrival

Attendance Line (toll free) - 844-425-7221 or [go.schoolmessenger.com](http://go.schoolmessenger.com) to report absences on the website or download the app. Please contact the school if you are having trouble with the program (perhaps you need to update your school information on file).

#### **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 – Chantelle – 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. Therefore, students who live near the school should rarely stay for lunch. 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.

### **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 week.
  - iii) Student is to eat their lunch away from the school for two weeks.
  - iv) Student is to eat their lunch away from the school for the remainder of the year.
- d) After lunch (approximately 12:07 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, please make sure that your children's supplies, equipment and clothing are clearly labeled. This will help cut down the amount of lost items. We also request that students do not bring valuable items to school as the school does not carry insurance for those items.

**WE DISCOURAGE STUDENTS FROM BRINGING CELL PHONES AND OTHER ELECTRONIC DEVICES TO SCHOOL.** If students choose to bring these items to school then these items are the responsibility of the student and must be turned off and put away during school hours. If they are brought out during school they will be taken away and locked up at the main office for guardians to pick up. If this becomes a repeated behavior then all electronic devices including cell phones will be required to be left at home.



## **STUDENT DRESS**

We ask that students dress appropriately for the school setting. Students in all grades are permitted to wear shorts during very warm weather. Short shorts, halter tops, brief tee shirts (spaghetti straps or exposed midriffs) and exposed undergarments are not considered appropriate for school wear. Clothing and accessories should not reflect gang related symbols, references to tobacco or alcohol or use obscene words or gestures. We also discourage students from wearing tops with crude or suggestive sayings. No headwear shall be worn inside the building by any students except on spirit days.

## **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.

## **NEWSLETTERS**

Newsletters are distributed electronically in an effort to reduce our environmental footprint. If you wish to include any school related information in the newsletter, please see the school office coordinator. School newsletters will also be posted on our website.

## **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 their principal when their child requires medication. The administration of any kind of medication (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 YEAR 1 REGISTRATION**

Kindergarten is a very special school experience! At St. Bernard it's an exciting beginning with a positive and nurturing environment. Children who will be five years of age on or before January 31<sup>st</sup>, 2021 may enter Kindergarten in September 2020.

Children who will be six years of age on or before January 31<sup>st</sup>, 2021 may enter Grade 1 in September 2020.

## **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.

## **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 not allowed. Students require teacher's permission to use the 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.

## **ASSESSMENT**

Teachers use assessment and evaluation on an on-going basis. Many criteria are used in evaluating the effectiveness of our school program and the progress of our students. The day-to-day performance of our students is one of the main criteria used in student evaluation. Assessment and evaluation are necessary to provide students, parents and teachers with feedback. The classroom teacher evaluates the student's progress daily through anecdotal records, conferencing with the students, checklists, rubrics and work samples. Twice a year (November and March) we formally invite parents to come in and meet with their child and his/her teacher at a three-way or student-led conference. The conference is an opportunity to celebrate successes and to identify goals for learning. Digital Portfolios of student work are managed using the SeeSaw online platform. At certain times in the year standardized group tests are administered. These tests include the Canadian Achievement Test (CAT IV) and the Cognitive Insight, as well as the Tell Them From Me survey.

## **HEALTH NURSE AND COMMUNICABLE DISEASES**

The Public Health Office provides our school with a nurse when required. The nurse is responsible for immunization, nutrition education, and other health-related matters. Our public health nurse for St. Bernard School can be reached at **655-4166**.

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

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

Lice (pediculosis)	Strep Throat
Scabies	Scarlet Fever
Ringworm	Eye Infections
Impetigo	Flu like symptoms

## **SCHOOL SPEED ZONES**

All school and playground areas have a speed limit of 30 km/hr. The speed zones are in effect from 8:00 a.m. – 5:00 p.m. Monday to Friday. 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.