THUNDER BAY CATHOLIC
DISTRICT SCHOOL BOARD

St. Bernard School
655 River Street
Thunder Bay, ON P7A 3S5
Phone: (807)344-8321 Fax: (807)345-4954

The Thunder Bay Catholic District School Board acknowledges we live and work on the traditional territory of the Anishinaabeg of Fort William First Nation and that we are treaty partners in the Robinson Superior 1850 Treaty area.

We respect and honour the enduring presence and deep traditional knowledge, laws, and philosophies of the Indigenous Peoples with whom we share this land today.

As a Board, we move forward together, strengthening our commitment to truth and reconciliation. We will faithfully teach, empower and honour the students of the future, while honouring the memory of the students of the past.

Our Board's Mission Statement

The Thunder Bay Catholic District School Board is committed to providing quality education which combines academic excellence with a concern for the spiritual, moral, social, emotional, cultural and physical growth of the student. This education is provided in a Christ-centered environment where Catholic faith and life are integrated into the total curriculum and school day. Through the ministry of teaching, the Board fulfills its mandate in partnership with the home, the Church and the Ministry of Education.

Growing in *Faith* **Learning embedded in Catholic values and faith.**

Inspiring *Achievement* **Inspiring achievement, nurturing successful and faithful students and staff and families.**

Supporting *Collaboration* **Encouraging participation, teamwork and success for all.**

Ensuring *Sustainability* **Planning today for a brighter tomorrow.**

Connecting *Communities* **Developing strong partnerships among schools, families and Community organizations.**

Catholic Virtues In Action
Les vertus Catholiques

Each month, a specific virtue is celebrated and shared in our schools.
Students and staff celebrate each virtue as a reminder of its moral value and importance in life.

September ~ Inclusivity ~ l'inclusion
October ~ Respect ~ le respect
November ~ Peacemaking ~ la paix
December ~ Humility ~ l'humilité
January ~ Courage ~ le courage
February ~ Honesty ~ l'honnêteté
March ~ Forgiveness ~ le pardon
April ~ Justice ~ la justice
May ~ Compassion ~ la compassion
June ~ Charity ~ la charité



THUNDER BAY CATHOLIC DISTRICT SCHOOL BOARD

Portrait of a Learner



Critical Thinking - Wisdom
I am a believer. I can listen and learn and use my gifts to solve problems.



Communication - Honesty
I have a voice and I will use it to speak clearly and truthfully with kindness.



Creativity - Bravery
I have ideas, and I will stand up for what I believe in, take risks as a learner and have hope for the future.



Character - Humility
We are all created in God's image with special gifts that I am learning to strengthen for my own good and the good of others.



Collaboration - Respect
We are all connected; I will treat others respectfully and believe that 'Together is Better'.



Citizenship - Love
I believe that love is the key to life, and I will work with others to improve our communities locally and globally.



Citizenship - Truth
I believe that the journey is as important as the destination and that I can make a difference.

Adapted from the Ontario Catholic Graduate Expectations
Adapted from: The Seven Sacred Teachings of White Buffalo Calf Woman, written by David Bouchard and Dr. Joseph Martin

Deep Learning Global Competencies

What is Deep Learning?

When students and educators are engaged in the Deep Learning process, the Elements of the Learning Design support students in creating and using new knowledge to solve global challenges in order to be thoughtful contributors to society, develop global competencies and flourish in a complex world. The global competencies are at the heart of what is critical for our students as Catholic graduates. If educators partner with students in deep learning designs characterized by exploration, connectedness and broader, real-world purposes, then students will be able to:

- Become responsible, holistic citizens who are life-long learners and contributors to the common good in today's world
- Develop the competencies that will help them flourish in the 21st century
- Feel a sense of belonging socially and emotionally, which supports well-being
- Build capacities around new knowledge and lead their own learning effectively



St. Bernard School Mission Statement

We are a community who together try to live out our mission statement: to foster the growth of each child emotionally, spiritually, academically and physically in a Christ-centered environment, where the acceptance of diversity and a respect for the uniqueness of God's creation are integrated into the total curriculum.

St. Bernard School Prayer

Bless our school O Lord, we pray.
Keep us safe throughout this day.
Help us learn to trust in you, to grow in love,
to forgive others too.
Merci Dieu pour aujourd'hui,
Pour moi, ma famille et tous les amis.
Merci Dieu, notre Père, merci!
St. Bernard, priez pour nous.
St. Bernard, pray for us.
Amen.



Catholic Schools exist for the purpose of providing the opportunity for spiritual, intellectual, emotional, physical and social growth of students. In a secure and comfortable atmosphere, staff, students and visitors of St. Bernard School have certain rights that must be safeguarded.

Elementary School Code of Conduct (Kindergarten–Grade 6)

In alignment with the Ontario Provincial Code of Conduct and the Thunder Bay Catholic District School Board (TBCDSB) Policy 703

The Code of Conduct sets clear standards for behaviour to ensure that all school community members—students, parents, staff, and visitors—feel safe, respected, and supported. It helps promote positive relationships, responsible citizenship, and academic success in a safe, inclusive environment.

About the Provincial Code of Conduct

The Ontario Ministry of Education developed the Provincial Code of Conduct to help ensure schools are safe, inclusive, and accepting environments for all. School boards and individual schools are required to develop their own Codes based on this framework.
You can learn more at: Ontario Code of Conduct - Parent Guide

Related Policies

- This Code aligns with the following:
- Education Act (Part XIII – Behaviour, Discipline and Safety)
- Smoke-Free Ontario Act, 2017
- PPM 128 (Provincial Code of Conduct)
- Board Policies on:
    - Safe Schools
    - Progressive Discipline
    - Equity and Inclusive Education
    - Use of Technology

Information in Other Languages

Information about Ontario's Code of Conduct is available in multiple languages to help all families understand expectations and responsibilities. Visit: ontario.ca/SchoolRules. Look for the section "Information in many languages."

Acceptable Behaviour

All members of the school community are expected to:

- Be respectful and courteous to one another at all times.
- Demonstrate honesty, empathy, and kindness.
- Support learning by participating actively and respectfully in class.
- Respect others regardless of race, gender identity, culture, religion, ability, or orientation.
- Speak and act without using abusive or hurtful language.
- Take responsibility for their words and actions.
- Contribute to a positive and inclusive school climate.

Unacceptable Behaviour

The following behaviours are not acceptable:

- Bullying (physical, verbal, social, or cyberbullying)
- Discrimination, harassment, or hate speech
- Swearing or using abusive language
- Fighting or physical aggression
- Theft or vandalism
- Possessing weapons or dangerous objects
- Sharing inappropriate or non-consensual photos or videos
- Smoking, vaping, alcohol, cannabis or illegal drug use
- Inappropriate or disruptive use of cellphones

Expectations for the School Community

Students

- Come prepared to learn and participate
- Follow school rules and classroom routines
- Show respect for people and property
- Ask for help when needed
- Avoid bringing anything harmful or disruptive to school

Parents/Guardians

- Ensure regular attendance and punctuality
- Communicate with teachers and school staff
- Support their child in following the Code of Conduct
- Engage in their child's learning and well-being

Staff

- Model respectful, inclusive behaviour
- Help students build positive relationships and resolve conflicts
- Use consistent, fair approaches to discipline
- Maintain safe and engaging learning environments

Principals/Vice Principals

- Ensure the school is a safe, welcoming, and respectful place
- Communicate expectations clearly to students and families
- Address inappropriate behaviour through progressive discipline
- Work with students, staff, and parents to build a positive school culture

Cellphones and Personal Devices

Students in Grade 6 and under must:

- Keep personal mobile devices off and out of view during the entire instructional day unless permitted by an educator for:
    - Learning purposes
    - Health and medical reasons
    - Special education needs
- Failure to follow this may result in the device being stored by the teacher and returned at the end the day.

The TBCDSB has clear protocols to conduct involving social media. When taking pictures and/or video when visiting the school as a volunteer and/or spectator that the pictures/video taken are strictly for private use. Private use would include the posting of your picture/video containing only your child(ren) to the Internet or use on social media sites (i.e. Facebook, Instagram, etc.). If pictures/videos taken include other students and/or staff members or any other member of the school community, then the pictures/videos must not be used over the Internet or social media sites without consent from the individual or the individual's family.

St. Bernard School and the TBCDSB are entrusted to keep information private and confidential, and that includes pictures/video taken at school and during school events from non-employees. The school obtains consent from families at the beginning of each school year on the use of pictures/video of their child for use by the school and/or school board activities only.

Vaping, Smoking & Cannabis

Vaping & Smoking

- It is illegal to smoke or vape on school property, in school buildings, or within 20 metres of school grounds.
- Students must not use, possess, or share tobacco, nicotine products, or e-cigarettes (vapes).
- Enforcement follows the Smoke-Free Ontario Act, 2017.

Cannabis and Drugs

- Students are not allowed to use, possess, or share recreational cannabis or illegal substances.
- Medical cannabis is allowed only with legal documentation.
- Alcohol is prohibited at all times for students.

Dress Code Policy (TBCDSB Policy 719 and SA-23)

Principles

- TBCDSB is committed to developing a safe and inclusive learning environment that fosters a sense of pride and belonging among our students
- TBCDSB's Standardized Appropriate Dress Code seeks to support this environment while reflecting the distinctively Catholic nature of our schools
- Through the fair and equitable implementation of the Dress Code, TBCDSB endeavours to support a respectful school community which endorses and reflects our Catholic values and teachings

Accommodations

- TBCDSB's Standardized Appropriate Dress Code has been developed in compliance with the Ontario Human Rights Code
- TBCDSB recognizes its obligations under the Human Rights Code and that there may be students who require reasonable accommodations in relation to the Dress Code
- Requests for accommodation will be reviewed in consultation with students and parents/guardians

Appropriate Dress Code

Through the Board's appropriate Dress Policy #719, we endeavour to maintain a standard which:

- Maximizes students' participation in school programs, especially physical education
- Ensures comfort, well-being and proper hygiene
- Is in accordance with the proper standards expected in a Catholic School.

All clothing worn will fit within the guidelines below:
Students are expected to:

- Dress in a manner that is neat, clean, modest and inoffensive to others
- Dress appropriately for the season (For example, in rainy or cold weather, students should be clothed in suitable clothing such as boots, jacket, neck warmer, mitts and hat as they are expected to participate in outdoor activities)
- Practice good personal hygiene
- Wear indoor shoes, to assist the school in maintaining a clean and healthy environment
- Wear appropriate footwear for recess and gym
- Dress in a fashion which is appropriate in a Catholic school

The following are not permitted:

- Garments containing sexually suggestive, vulgar, racist, or drug-related graphics or messages
- Spaghetti straps, halter tops, tube tops, sheer tops, muscle shirts
- Suggestive clothing
- Exposed midriffs (or backs)
- Short shorts, skirts and dresses (should be below mid-thigh) (fingertip length)
- Excessively ripped pants
- Underwear or sleepwear being worn as outerwear, including pyjama pants and bottoms
- Clothing which is not conducive to maintaining a safe environment, including flip-flops or flimsy sandals.
- Bandanas are not permitted to be worn or attached to any clothing or backpack

As noted below, school administration reserves the right of final decision concerning dress and appearance. Any attire deemed unacceptable by the teacher, as directed by the administration, will not be permitted

Responsibilities

Student and Parents/Guardians

- The responsibility for a student's attire rests with the student and their parents/guardians.
- Students are responsible for ensuring that their choice of clothing complies with the Dress Code

Staff Members

- Staff members share responsibility for monitoring student attire in relation to this Dress Code
- Staff members are to monitor attire with respect to health and safety considerations.
- The learning environment is to be inclusive and respectful, and staff members are to apply the Dress Code consistently and equitably and in a non-discriminatory manner

Administration

- Administrators are responsible for communicating and implementing the Dress Code with their student body, their staff members and community
- Along with their staff members, administrators are to monitor their students adherence to the Dress Code
- Administrators are to follow up through interventions as necessary
- While the selection of clothing worn at school remains the responsibility of parents/guardians and students, school administration reserves the right of final decision concerning dress and appearance.

Should a student's choice of clothing not fit into the guidelines above or prove to be inappropriate for the season or situation (i.e. winter, celebration of mass, etc.), the student will be asked to make arrangements to change the apparel before going to class.

No Wheels on School Premises

Please note that skateboarding, roller blading, or riding bicycles are not permitted on school premises. Students can ride their bikes to school, but they must put their bikes on the bike rack at the front of the school.

Enforcing the Rules - Progressive Discipline

Progressive discipline is an approach that makes use of a continuum of interventions, supports, and consequences, building upon strategies that promote positive behaviours. The range of interventions, supports, and consequences used by schools must be clear and developmentally appropriate, and must include learning opportunities for pupils in order to reinforce positive behaviours and help pupils make good choices. For pupils with special education and/or disability related needs, interventions, supports, and consequences must be consistent with the expectations in the student's IEP and/or their demonstrated abilities.

The philosophy of St. Bernard School is to begin with measures of counselling, support and encouragement.

When a student behaves inappropriately, the administration will consider mitigating factors like the student's age, the circumstances of the behaviour, and the student's history before determining the most appropriate way to respond to each situation. They will consider a range of options to address the behaviour and help the student learn from his or her choices. The possible courses of action might include:

a) A meeting between the student and the staff member
b) Teacher contact with the student's parent/guardian
c) A referral of the student to the Principal
d) A discipline notice to the parent/guardian
e) A conference between the parent/guardian and the school administration or the school team (administration, teachers, counsellors, and school board support staff)
f) A referral via parents/guardians to outside agencies, or
g) A referral following parental/guardian consultation to legal authorities

Disciplinary Action May Be One Or More Of The Following:

a) Class time out
b) Reflection forms
c) Withdrawal from class
d) Removal of privileges
e) Imposition of a behavioural/performance program contract upon a student
f) Restitution
g) Provision of services around the school
h) Suspension/Expulsion
i) Criminal charges

Right of Appeal
Occasionally, a situation can arise in which the student feels that the whole story has not been told or feels that they have been treated unfairly. Students will follow the instructions of the teacher/supervisor at the time and politely arrange to meet with the teacher/supervisor involved and/or the Principal to explain more completely. This will allow all involved to approach the situation more objectively.

Bullying – We can all help stop it!

Our Commitment
At Thunder Bay Catholic District School Board, we are committed to creating a safe, caring, and supportive school environment free from bullying. Bullying is not tolerated and goes against our Catholic values and the teachings of Jesus Christ. St. Bernard School is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents, teachers, and staff have the right to be safe and feel safe in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others and oneself.
What is Bullying?

Bullying is behaviour that makes the person being bullied feel afraid or uncomfortable. It can be in the form of unwanted repeated aggression or happen one time. It can be carried out by one person or a group of people.

Bullying can happen in situations where there are real or perceived power imbalances between individuals or groups. It may be a symptom of bias and discrimination. Bullying can also be based on real or perceived differences that are often based on stereotypes in broader society.

Bullying is unacceptable in all its forms. Schools must promote and support a positive school climate where all members of the school community feel safe, included, accepted, and engage in positive behaviours and interactions.

Types of bullying include:

- Verbal: name-calling, insults, racist or sexist comments, teasing
- Physical: hitting, kicking, spitting, pushing
- Social/Emotional: gossip, exclusion, manipulation, online harassment

What Schools Do

- Foster a Christ-centred, respectful school culture
- Address bullying quickly and respectfully
- Use preventative and intervention strategies
- Work with students, staff, and families to maintain a safe environment
- Include bullying prevention in the school's Student Achievement Plan
- Establish a Safe Schools Team at each school (includes parent, teacher, staff, principal, and a community member)

What Students Are Expected To Do

- Help create a kind and caring school community
- Refuse to participate in or stand by during bullying
- Report bullying to a teacher, principal, or other school staff
- Support school-wide anti-bullying programs

What Parents Can Do

- Talk to your child about bullying and the importance of speaking up
- Inform the school if you suspect bullying
- Support the school's efforts to handle bullying situations
- Get involved through Catholic School Council anti-bullying initiatives

Policy & Plans

- Schools are required to have a clear Anti-Bullying Statement in their Code of Conduct
- A Bullying Prevention & Intervention Plan is in place at each school and reviewed annually
- Plans include prevention, intervention, training, communication, and regular review through school climate surveys

Together, we can build schools where all students feel safe, respected, and supported.

School Procedures

School Hours

Supervision – Yard	8:45 a.m.	Second Instructional Block	11:25 a.m. – 1:05 p.m.
Kiss & Ride	8:45 a.m.	Second Nutritional Break	1:05 – 1:45 p.m
Bell Rings	9:05 a.m.	Third Instructional Block	1:45 – 3:25 p.m.
First Instructional Block	9:05 – 10:45 a.m.	Dismissal	3:25 p.m.
First Nutritional Break	10:45 – 11:25 a.m.		

Safe Arrival/Attendance/Punctuality

Student Drop Off/Pickup (Morning and End of Day) Morning Drop-off (after 8:45 a.m.):

- **Kiss & Ride**: Students must stay in their vehicles until supervisors (in orange vests) come out to the front loop at 8:45 a.m..
- **Park at Westminster Church parking lot** across the street, then walk with your child to school. **No children should be dropped off without a visible adult outside before 8:45 a.m.**

After School Pick-up Options:

- **Kiss & Ride students (all grades)** will be waiting at the front of the school. Parents will come through the Kiss & Ride loop, students will be called by a staff member, and then safely enter their car. **Only students who can independently open car doors and enter cars should be picked up in Kiss & Ride.**
- **Kindergarten - Grade 2 Pick-up -** These students will be picked up at the front corner door (corner of River St. and Madeleine St.). Parents will wait outside and give their child's name to the staff member, who will then bring their child to the parent. If parents would like their child to walk across the street with an older sibling, please provide a note to your child's teacher. When picking your child up at the end of the day, all parents/guardians must wait for their child(ren) in the designated pick-up area at the entrance of the school at the corner of Madeline St. and River St.
- **Grades 3-6 Pick-up** - These students will walk across the street with a staff member and the crossing guards. Parents are asked to wait in the church parking lot. Parents must come to meet their child(ren) at the meeting area as there are many cars in the parking lot.

- **Bus (all grades)** - All bus students will exit through designated doors and make their way to their bus line. Staff will be available to help students find their lines.
- **Walkers (all grades) -** Walkers will exit at the bell. Any students waiting for siblings can wait in the front foyer, by the main office.

Parking in the bus loading zones is NOT PERMITTED at any time.

Also, please do not park in the staff parking lots, which are located at the front, side and back of the school.

A reminder that all visitors must first report to and sign in at the office. When you are picking up your child during school hours, for an appointment or because they are too ill, please report to the office and our administrative assistant will call the classroom to have your child meet you at the office.

Daily attendance at school is important to both student well-being and achievement. A few absences every month can add up to weeks of lost learning over the year and leave a student struggling to catch up. Missing school, whether for excused or unexcused reasons, can disrupt a child's learning, social adjustment, and sense of well-being. **In the event of an absence, parents and guardians MUST let the school know that the child will not be attending and MUST PROVIDE THE REASON FOR THE ABSENCE**. Academic success is closely related to regular school attendance. In the event of a legitimate absence, a student must present a dated and signed note to their classroom teacher upon their return, stating clearly the reason for the absence. The attendance counsellor may visit the home upon the request of the school.

Reporting Absences (Safe Arrival) Parents, guardians, and caregivers must notify their child's school about any planned absence or lateness. St. Bernard uses an automated absence reporting system for SafeArrival, making it easier to report absences in advance by any of these methods:

- Call the toll-free number **1-844-425-7217** and follow the instructions to report the child's absence.
- Use the **SchoolMessenger app** from your mobile device (download from Apple App Store or Google Play Store, select Sign Up to create your account, then select Attendance from the menu, and then select Report an Absence – **before using the app, please ensure that you have provided the school with your email address**).
- Use the **SafeArrival website** at **https://go.schoolmessenger.com** (select Sign Up to create your account, then select Attendance from the menu, and then select Report an Absence – **before using the website, please ensure that you have provided the school with your email address**).
- Contact the school at **807-344-8321**. If an absence is unconfirmed, the SchoolMessenger notification call-out system will automatically call multiple contact numbers until the absence is confirmed. Planned appointments and/or vacations can be entered easily in the School Messenger App.

Late Arrivals: Students are expected to be on time for all classes with all necessary books and materials. If you know your child will be arriving late, please call the school administrative assistant at (807)344-8321 or use the School Messenger App. When a student is late for class, they will obtain a late slip from the office. Students arriving late to school are to wait **in front of the main office**. Once attendance data is entered, the administrative assistant will give the late slip to the student before they head off to class. Parents will be contacted in the event that a student develops a pattern of lates or absences. If a student has more than three unexcused lates during a term, parents will be informed and appropriate consequences will be assigned.

Early Pick-Up of a Child From School We recognize that there may be times that you need to pick up your child from school prior to the end of the school day (i.e., scheduled appointments, family emergencies). Please ensure that a **written note is sent to the school when possible and that the teacher is notified**. Alternatively, one of the easiest ways to record an early leave or an appointment is to use the School Messenger App. Students who have been excused to leave the school, with a permission note, a phone call to the school, or through the School Messenger App, must also sign out at the office. **All students leaving the school during the school day must be accompanied by a parent/guardian/caregiver**. Students must exit the school through the front doors when getting picked up. Please arrive in ample time to allow your child to get ready and for you to get to any scheduled appointments on time. When picking up your child during school hours for an appointment or because they are too ill, please report to the office and our administrative assistant will call the classroom to have your child meet you at the office.

Medical Concerns

Prevalent Medical Condition & Plan of Care forms for Anaphylaxis, Asthma, Diabetes and Epilepsy:
Upon registration of students each school year, the principal shall inform parents/guardians of their responsibility to provide written notification to the school of their child's anaphylactic, asthmatic, diabetic, or epileptic condition. Written notification will be provided in the appropriate Prevalent Medical Condition Form, which must be completed by the child's health professional and parent.
It is the responsibility of parents/guardians to notify the principal of any changes in their child's anaphylactic condition, recommended treatment and medication. It is the responsibility of parents/guardians to ensure that the school has the current treatment plans, emergency contact list and other relevant information for their child on file. The school principal will coordinate training for all staff. Staff training shall occur annually as soon as possible in the school year.

Medication

Non-prescription medication shall not be administered to pupils. Prescription medication will only be administered if the appropriate forms have been completed in accordance with Policy 1005.

Anaphylaxis

There are a number of students attending St. Bernard School who suffer from life-threatening allergies to nuts, nut products or other food items. *Please read labels carefully and refrain from sending products to school that contain nuts or peanuts.*



Students who may go into anaphylactic shock are to have two EpiPens with them at school. One is to be carried in an EpiPen belt on their person at all times, and the other will remain in the classroom and be brought on excursions.

Additional information and reminders regarding anaphylaxis are sent home each school year.
Please ensure that all home and workplace telephone numbers are updated regularly
so that in case of an emergency, we can reach you.

Student Accident Insurance
The Student Accident Insurance forms are available. This provides valuable coverage for students who suffer dental or other accidental injuries. The Board does not provide accident insurance for students. Parents are encouraged to take this low-cost coverage for the protection of their children.

Additional Safety Procedures

The following procedures are in place at St. Bernard to ensure the safety of your child.

All parents/guardians are asked to wait for their child in the pick-up area near the parking lot for the end of the day, or meet your child in the church parking lot for pick-up.

If a student is being picked up for any reason during the regular school day (ie. medical appointment), or is not following their regular routine, parent/guardian must ensure that a note is sent to the student's teacher. The teacher will inform the office.

A security system that includes locked front doors and requires parents/guardians to identify themselves in order to gain access to the school.

Fire, Lockdown and Evacuation Drills

Fire, Lockdown and Evacuation drills are required throughout the year to ensure the safety of everyone in our school. Instructions for vacating the building will be given to the students by the teachers. In the event of inclement weather for a Fire Drill, we will proceed in an orderly fashion to our emergency evacuation sites listed below..

Reminders for Fire Drill:
1) Respond quickly to the fire alarm
2) Proceed to the assigned exit, walking quickly
3) Continue outdoors without talking
4) Go immediately to the designated area where a roll call will be taken

Reminders for Crisis Response Procedures:
1) Shelter in Place – Return indoors; windows and window coverings; turn off cell phones and electronic devices; do not call the office for general information; continue regular classroom routines; remain in place until the Shelter in Place is lifted.
2) Hold and Secure: Return indoors; close and lock exterior doors; close windows and window coverings; turn off cell phones and electronic devices; stay away from doors and windows; do not call office for general information; continue regular classroom routines; remain in place until the Hold and Secure is lifted.
3) Lockdown: Enter nearest room; lock doors; close windows and window coverings; cover inner glass panes; turn off lights; turn off cell phones and electronic devices; drop to the floor if gunshots are heard; call 911with any helpful information; prepare to evacuate building or relocate to another space if your security is compromised; remain in place until released by applicable Police Services.

Emergency Closure Of School

At the beginning of each new school year, parents/guardians are asked to ensure the student verification form is accurate. This form is used in the event of an emergency closure of the school due, for example, to inclement weather. It is important that you discuss this plan with your child(ren) and review it periodically throughout the year. The plan should be clear and straightforward following the regular routine as closely as possible. Please check the board website or listen to the radio for announcements regarding closures.

Emergency Evacuation Sites:
Westminster United Church (JK–Grade 2)
Grandview Arena (Grades 3-6)

Parents/Guardians Please Note:
School closures will be announced on the Board website, social media outlets and the local radio stations. The school lines will be tied up confirming procedures for students. The "synervoice" system of calling all homes will be used, if necessary, for communication purposes. We thank you for your cooperation.

Transportation - For full details, visit: www.ststb.ca. (Information listed below is as of August 2025)

Student safety is the number one priority for Student Transportation Services of Thunder Bay (STSTB). This organization coordinates school bus transportation for several local school boards, including the Thunder Bay Catholic District School Board, Lakehead District School Board, and Conseil scolaire de district catholique des Aurores boréales.

Eligibility for Transportation

- Students must live beyond the minimum distance from their school to qualify:
    - Kindergarten: 800 meters
    - Grades 1–8: 1600 meters
    - Grades 9–12: 3200 meters
- Eligible students may need to walk:
    - Up to 400 meters (Kindergarten)
    - 800 meters (Grades 1–8)
    - 1600 meters (Grades 9–12) to reach their bus stop
- Transportation is not guaranteed and may be withdrawn for behaviour issues.

Stops and Ride Times

- STSTB assigns group bus stops; door-to-door service is not provided.
- Priority is given to Kindergarten students when choosing stops.
- Ride times are kept under 1 hour each way when possible.
- Stops must be safe, visible, and located to avoid traffic hazards.

Special Considerations

- Kindergarten students must be met at the bus stop by a visible adult or approved caregiver.
- Alternate addresses (childcare, joint custody) can be accommodated if within school zone boundaries.
- Courtesy transportation may be provided to ineligible students if space is available.

Inclement Weather

- Parents are responsible for making alternate plans when buses are cancelled.
- If buses are cancelled in the morning, they will not run in the afternoon, except for extreme cold days.

Safety & Surveillance

- Buses may have video cameras installed to support safe behaviour.
- All school bus rules align with the Education Act and Board policies.

Student & Parent Responsibilities

Students Must:

- Be at the stop 5 minutes early
- Stay seated, speak quietly, and follow driver instructions
- Refrain from unsafe behaviour (e.g., fighting, standing, throwing objects)
- Respect the “Danger Zone” around the bus (3 meters in every direction)

Parents Must:

- Ensure children are dressed for weather and visible at the stop
- Not attempt to negotiate changes directly with drivers
- Contact the school, not the bus driver, with transportation questions
- Report any address or childcare changes to the school office
- Be visible at drop-off for Kindergarten children

Behaviour & Discipline

The bus is an extension of the classroom.
Poor behaviour may result in a loss of transportation privileges.
Bus drivers must report misbehaviour to the school principal, who will determine consequences.



The Bus Status app displays bus service information from our contracted school bus operators for school routes administered by Student Transportation Services of Thunder Bay. The app uses real-time push notification alerts to keep parents/guardians, students, and other stakeholders in the Thunder Bay area updated. Users can subscribe to receive alerts for inclement weather cancellations and school bus delays/cancellations.

REMINDER: As school bus routes can change every year, you will need to re-select your AM & PM routes at the start of each new school year.

Transportation and Change of Routines

Please remember to send a note or call the school prior to 2:30 p.m. if your child will not be riding the bus at the end of the day. Every time there is a change of routine the school must be notified. Also, notify the school if someone other than the parent/guardian is picking up your child. Without notification, your child will be sent home on the bus. This procedure will help avoid confusion at the end of the day, as we prepare the children to go home. Your anticipated cooperation is greatly appreciated.

Volunteers

A parent/guardian of a child in the Board is considered a Volunteer if they agree to supervise students at a school or a system-wide program under the direction of Board staff. Excursions require a ratio of 1:10 in kindergarten and 1:15 in grades 1-6. All individuals not employed by the Board and who intend to accompany students are required to submit a Police Vulnerable Sector Check to the school Principal, if they are volunteering to meet the ratios above. We rely on volunteers to provide learning opportunities off school grounds and appreciate the support. Additional information will be provided if needed.

Visitors

In support of Policy #402 – Access to Board Property, the Thunder Bay Catholic District School Board has developed guidelines related to school visitors. The guidelines are in effect at all schools and are consistent with the intent of the Ontario Safe Schools Act.

The key aspects of the guidelines are as follows:
Schools will have signage at all visitors' entrances welcoming visitors to the school and directing them to the school office to sign the visitors' log book.
School visitors will be assigned a visitor's badge.
All visitors must report to the main office in the front foyer area.

School Principals have the ability to exempt school volunteers and parents picking up or dropping off students from signing the logbook and/or wearing a visitor's badge. The decision to do so will rest at the individual school level.

The guidelines are not intended to discourage school visitors; rather, their purpose is to ensure that school staff are aware of persons in the school and able to identify potential trespassers. Ultimately, safety and security for all students and staff are our concern, and they will be enhanced when the guidelines are implemented.

Technology Use: Responsible Use Procedures for Technology

Please review and sign the Thunder Bay Catholic District School Board's form about technology. There are checkboxes for both students and parents/guardians to review and initial. All students must have a current Responsible Use Procedures Form signed and in place prior to being allowed any school computer access/or device.

As mentioned in the above Code of Conduct, students in Grade 6 and under must keep personal mobile devices (phones/tablets) off and out of view during the entire instructional day unless permitted by an educator for learning purposes, health and medical reasons, or special education needs. Failure to follow this may result in the device being stored by the teacher and returned at the end of the day.

The province-wide ban on cell phones means students will not be allowed to use their phones "for the full instructional day," including during recess times. We recognize some students have cell phones, mostly for safety reasons (walking to and from school). Parents should not be communicating with their children throughout the day via cell phone; any communication between parents and children should be through the school office. If students are using their cell phones throughout the day and have been spoken to about it, their phone will be kept at the office, and a parent will be called to pick it up.

Social Media

You can keep current by following St. Bernard Elementary School on our Social Media accounts, looking for our logo. Our official school Instagram and Facebook pages are: Facebook: bit.ly/STBEFacebook and Instagram: stbernardcs. The handle is @stbernardcs.

Privacy of Information/Photos Within the School Student names and photos are personal information under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), requiring permission before disclosure. Therefore, no students will be posted on social media if families do not consent. Please ensure the TBCDSB Consent Form for Using Student's Personal Information is completed and returned to school. Similarly,

Coded Memo ADM-24 – Disclosure Of Student Information indicates that some student personal information and student photographs taken throughout the school year may be used in the school; *within* the school may refer to the foyer TV or school slideshows. If you prefer your child not to appear at all, please indicate on the consent form.

St. Bernard School and the TBCDSB are entrusted to keep information private and confidential, including pictures/video taken at school and during school events from non-employees. The school obtains consent from families at the beginning of each school year on the use of pictures/video of their child for use by the school and/or school board activities only.

The TBCDSB has clear protocols regarding social media. When taking pictures and/or video when visiting the school as a volunteer and/or spectator, the pictures/video taken are strictly for private use (posting of your picture/video containing only your child(ren) to the Internet or social media sites). If pictures/videos taken include other students and/or staff members or any other member of the school community, then the pictures/videos must not be used on the Internet or social media sites without consent from the individual or the individual's family.

School Telephone

The use of the school telephone by students is for emergencies only. Students must have the permission of a teacher and/or the school Principal. Students who wish to go to a friend's house or walk home from school instead of taking their regular bus, must make arrangements with their parents/guardians before coming to school. Please do not call the school to speak to your child, as it will disrupt their learning. Leave your message with the school administrative assistant or on the voice mail and the administrative assistant will get the message to your child(ren).

Notes/Attendance

Children are to bring a dated and signed note to their classroom teacher under the following circumstances:

- upon returning to school after an absence or to notify they will be absent
- if leaving the school for a doctor or dentist appointment
- for exemption from all or part of physical education classes due to an injury
- to explain a health concern
- to leave the school grounds during the nutrition break
- if they will not be riding on their bus (i.e., getting picked up instead)
- if they are being picked up by someone who is not a custodial parent.

Healthy Schools

St. Bernard is a Healthy School. We believe that a successful learning environment begins with the integration of health-promoting programs into the daily routines of our students. Healthy Schools make an impact on the educational, physical, social, and spiritual well-being of our students and our community. With the help of community partners, these programs include: Breakfast Club; Snack Cart -healthy choices and hot lunches; NFVP – Northern Fruits and Vegetable Program, Winter/Spring Activities; and Physical Education Classes.

Nutrition

It is important that our students come to school properly nourished. Please ensure that they have a good breakfast in the morning and are provided with nourishing satisfying lunches. We encourage snacks such as fruits and vegetables (ie: celery and carrot sticks) and juice, as opposed to pop and sugar drinks. Only water in water bottles are permitted during class time.

Healthy Food & Beverage Policy
Purpose: To ensure that a variety of nutritious foods and beverages are promoted and provided in all schools of Thunder Bay Catholic District School Board. Highlights of the Policy: Schools are asked to review the food served for special lunches, special activities (including fundraisers) and special events to ensure that the nutritional value is high. School staff are asked to review the eating practices of students at schools and to help educate students about eating foods with a high nutritional value. We are fortunate to have a milk program and a Breakfast Club at St. Bernard School, which helps our school community get a head start with the implementation of this policy. Please note that only white milk is available for purchase. Parents/Guardians are asked to send nutritious lunches, snacks and drinks to school with their children.

Breakfast Club
We are very fortunate to have the Breakfast Club continue at our school. The Breakfast Club program is open to all students and is free. The Breakfast Club is offered 5 days a week and is set up as a "grab n' go." Examples of foods served at Breakfast Club include: granola bars, fruit, applesauce, carrot and celery sticks, yogurt, cheese sticks, etc. This is a wonderful program for all students!

Online Payments
Parents/Guardians are encouraged to participate and enjoy the 24/7 convenience of paying for their child's school items and event online. We are asking that you please take 5 minutes to register, by following the registration steps HERE. Once you are registered online, you will begin receiving emails about upcoming events.

Inclement Weather Procedures
If it is raining significantly, students will be kept indoors. During the winter months, inclement weather procedures are put into place. Please ensure your child is dressed appropriately and well prepared for the weather.. When the levels are -25° C and colder, the children will remain indoors for the entire recess period. The wind chill level is checked with the Environment Canada Weather Office before the students go outdoors for recess.

Illness
During the school day, students who are too ill to remain in class should inform their teacher of their condition. If it is determined the student is too ill to continue in school, the parent/guardian will be contacted to make arrangements to pick up the student. It is imperative that the school has up-to-date contact information in the event of illness or emergency. Under no circumstances may a student leave school without authorization. When a student returns to school, it is their responsibility to complete missed assignments with the assistance of a teacher or a classmate.

If children are too ill to go outside for fresh air during outside time, they should be kept home to safeguard their health and that of their classmates.

Inside Shoes
In order to maintain the cleanliness of classrooms, children will need a pair of clean, indoor shoes. No black soles please. No Crocs or flip flops, for safety reasons.

Lost and Found
A Lost and Found box is located in the front entrance area. Please remember to label all items. Unclaimed items are given to a local charity throughout the year.

Fundraising
Our fundraising account is used to enhance student achievement and initiatives and used to purchase items such as sports equipment for outdoor use, technology, classroom library books and materials. It is also used to support in and out of school activities, school greening and bus transportation costs for school excursions.

Social Justice Initiatives
St. Bernard School holds school-wide fundraisers throughout the year in order to support charities and other local community initiatives. Individual classes are also involved in community outreach projects.

Spiritual Guidance
Corpus Christi Church has responsibility for St. Bernard School. Eucharistic celebrations, prayer services and school visits by our parish priest are organized through Corpus Christi Church.

Christian Living
The Christian Living Program is taught from Kindergarten to Grade 6 and it is intended to support and enhance the education of faith that is already happening in the family. In classrooms and as a school, we focus on a particular virtue each month of the year: Inclusivity, Respect, Peacemaking, Humility, Courage, Honesty, Forgiveness, Justice, Compassion, Charity.

Family Life
The family life program is designed to educate students towards a Christian value system that fosters the dignity of the human person, good family and personal relationships, healthy sexual attitudes and a commitment to contribute to the betterment of the community and the world.

Second Step
The Second Step program takes students from Kindergarten all the way through middle school. Each grade level features developmentally appropriate ways to teach core social-emotional skills such as empathy, emotion management, self-regulation and problem solving.

Home, School, Parish and Community Engagement
"Parents play a vital role in the development and education of their children. Parents and families have the primary responsibility for the development of their children's character, with the support of their school and community. In addition, research clearly indicates that good schools become better schools when there is a strong connection with parents as part of the learning community. Thus, parents play an important role within the school community, but also through the attitudes they help to shape, and the direct supports they provide to their children."

Parents in Partnership: A Parent Engagement Policy for Ontario Schools, 2010

School Distribution of Notes
Notes distributed to the general school population from the office are given to the oldest child in the family attending St. Bernard School, and to the only child attending St. Bernard School.

Permission Slips
Parents/guardians are asked to sign and return permission slips for excursions upon receipt. Children who do not return signed permission slips will not be allowed to go on the school excursion.

Please Note:
*Because of liability issues, children who are not currently registered for school may not participate in school excursions. Non-registered children include younger siblings and all children who are preschool age, as well as

any children who are not registered in the class conducting the activity. (Reference: Board Coded Memorandum Bus - 28 of the Thunder Bay Catholic District School Board). We understand that many people will find this inconvenient, but we thank you for your cooperation in the interest of safety. Parents/guardians interested in volunteering are asked to identify themselves to their child's teacher upon arrival.

School Messenger

The school may leave a school message voicemail (a message that will play as soon as the phone is answered or when it goes to voicemail). These messages are usually reminders about a special event that is coming up in the near future. Please be sure to listen to these messages.

Report Cards

A progress report card will go home in the fall, and two formal report cards are distributed during the school year, one in February and the other in June. Please review your child's report card with them. Together, you should look at the areas your child is doing well, where they need to put in more effort, and what goals to set for the following term or year. Please sign the report card and send the signed portion back to school with your child.

Parent/Guardian/Teacher Conferences

Formal conferences are scheduled twice a year. All parents/guardians will be asked to schedule a conference with their child's teacher to discuss progress in late fall. Winter conferences are scheduled at the request of the teacher or the parents/guardians. Informal conferences/calls to address specific needs and concerns can be scheduled at any time during the year, at the request of either the teacher or the parents/guardians.

Catholic School Councils

A School Council is a group of school community members, the majority of whom are parents/guardians, who play a responsible, active role in the educational program and services of their school. In addition, a Catholic School Council (CSC) is also a co-builder of the school faith community. A Catholic School Council (CSC) is made up of parents/guardians, teaching and non-teaching staff representatives, parish and community representatives, and the Principal of the school. A Catholic School Council fosters parental and community involvement in education; participates in the school improvement planning process, and advises the Principal on matters pertaining to the school, school board and the Ministry of Education. Our schools are Christ-centred communities of faith anchored by the relationship between home, school and parish. A Catholic School Council puts into action our tradition of recognizing parents as the primary educators of their children. When elections are held, consider forwarding your name. You can make a difference in your child's education and in the Thunder Bay Catholic District School Board.

A sub-committee of the school council shall serve as the safe schools team. The safe schools team shall be comprised of the following representatives:
Principal
Teacher representative
Non-teacher staff member representative
School council chair or member
Community representative

For further information, contact the Principal or the CSC Chairperson of our school.

School Communication

To keep you informed about upcoming school and community activities, the school calendar is available on our school website: www.tbcschools.ca/st-bernard

Follow St. Bernard on Social Media on our official school Instagram and Facebook pages. The links are:
Facebook: bit.ly/STBEFacebook Instagram: stbernardcs

Please feel free to call your child's teacher, the Principal or Vice-Principal; we welcome your inquiries. During peak times, the administrative assistant may not be able to answer all calls. Please feel free to leave a message, and someone will return your call.

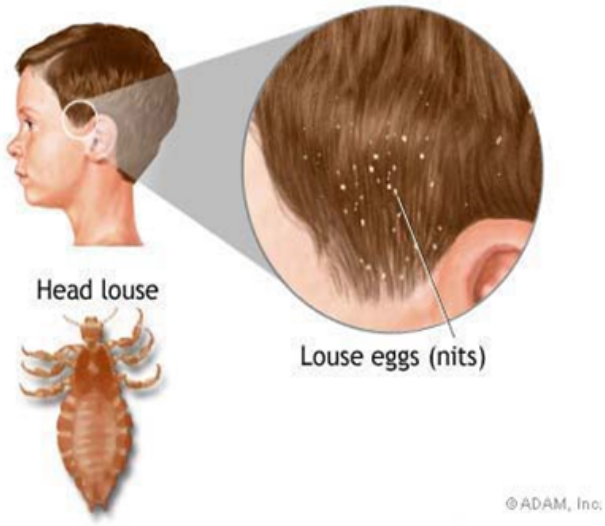
Head Lice Fact Sheet

What are head lice?

- Head lice are insects that live and breed on your head. They feed themselves by biting into the scalp.
- Having head lice (pediculosis) is common, especially among school-aged children. As many as 12 million people worldwide get head lice every year.

Who can get head lice?

- Anyone can get head lice.
- Head lice are found most often among children aged 3 to 10 years, and their families.



How do I know if I have head lice?

- You may experience a tickling feeling of something moving in the hair.
- Your scalp may feel itchy in reaction to the head lice bites.
- Scratching may cause sores on the head that can sometimes become infected.

How do you get head lice?

- Head lice spread mainly through close head-to-head contact with someone who already has them. For children, contact is common during play at school and at home (slumber parties, sports activities, on the playground, etc.).
- Head lice may spread from the sharing of hats, scarves, combs, brushes, hair ribbons, pillows and towels used recently by someone with head lice.

When do head lice most commonly occur?

- Seasonal peaks for head lice occur in September, January and following March Break – right after children have been together in close quarters.

What do they look like?

- Head lice are tiny, wingless insects that move quickly, and are difficult to see.
- Lice are 1-2 mm long and grayish white in colour.
- They cannot jump or fly.
- There are three stages of lice: the nit, the nymph and the adult.

The nit, the nymph and the adult

1. Nits are head lice eggs. They are oval, usually yellowish white, and found firmly attached to the hair shaft. Nits are hard to see and are often confused with dandruff or hair spray droplets. Nits take about a week to hatch into baby lice called nymphs
2. A nymph looks like an adult head louse, but is smaller. Nymphs mature into adults about seven days after hatching. In order to live, nymphs must feed on blood.
3. An adult louse is about the size of a sesame seed, has 6 legs, and is tan to grayish-white. Adult lice can live up to 30 days on a person's head. To live, adult lice need to feed on blood. Lice that are not attached to a person's scalp die within two days.

What is the best way to eliminate head lice?

- Consult your doctor before treating a child less than 2 years of age, a person with a seizure disorder, or anyone with a scalp infection.
- Ask your pharmacist to recommend a good head lice treatment product.
- Follow treatment instructions exactly.
- If you wish to avoid using chemicals, try massaging petroleum jelly (Vaseline) into the hair, then covering the head with a shower cap overnight.
- Carefully check all sections of the head daily between treatments, using a bright light to help you see. Remove all nits with a fine-tooth comb or by hand.
- Wet combing with a lice comb may make the lice easier to catch and remove.
- No method is 100% effective the first time and may have to be repeated for two or three cycles.
- Contact your physician if head lice persist over repeated treatments.

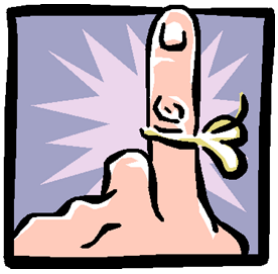
Do I need to clean my house?

- Wash hats, scarves, hairbrushes, combs, and any other items that are worn or used on the head.
- Excessive house cleaning is not necessary because lice do not survive for an extended period of time away from the scalp.

How can I control the spread of head lice?

- Inform your child's school and daycare.
- Check the heads of all family members and treat everyone who has head lice at the same time.
- Tell all close contacts of those with head lice to check themselves for head lice.
- Discourage head-to-head contact and sharing of hats, scarves, hairbrushes and combs.
- Check young school age children regularly for head lice; more often if there is an outbreak.
- Tie long hair back in braids.

Important Points to Remember



1. Be sensitive to your child's feelings and to the feelings of other children who may have head lice!
2. Lack of cleanliness does not cause head lice.
3. Both children and adults can get head lice.
4. Short hair does not prevent the spread of lice.
5. Head lice do not live on dogs, cats or other animals.
6. Carpets and furniture do not harbour head lice.
7. You cannot prevent head lice by using head lice shampoos or treatment products. Use these products only if head lice are present.
8. Always follow treatment directions exactly. Over treatment can be harmful.

For more information, contact the Thunder Bay District Health Unit at (807) 625-5900.

THUNDER BAY CATHOLIC DISTRICT SCHOOL BOARD

Explanatory Letter Regarding Administration of Medication

Appendix A
Policy 1005

The Thunder Bay Catholic District School Board has adopted a comprehensive policy for the administration of medication. The purpose of this policy is to ensure that prescription drugs are administered correctly to those pupils who, as a result of proper physician and parental authorization, are deemed to require such medication.

The school will not administer non-prescription drugs to pupils at any time.
The Board and school take no responsibility for any non-prescription drugs sent to school with a student for self-administration by the student. Any such non-prescription drugs remain the responsibility of the parent*.

For students who will self-administer prescription medication at school, it is the parent's responsibility to provide written notification to the school by completing the form, "Notification of Self-Administration of Oral Prescription Medication at School". Parents may request this form from the Principal.

For students who require assistance or supervision with the administration of oral prescription medication at school, the school will administer prescribed oral medication provided all requirements of the policy are met. This policy includes, in part, a demand that the medication be administered from the original pharmacy container bearing the original pharmacy label.

In addition, written authorization from the parent and physician shall include:
1. Name of medication
2. Dosage
3. Frequency and method of administration
4. Possible side effects, if any
5. Dates for which the authorization applies.

Parents may request an authorization form from the Principal.

Note: The authorization form is valid until the prescription expires or is altered by the physician, whichever comes first. If a prescription continues to be valid for the following school year, the school will require the parent to provide written confirmation to the school that the authorization form continues to be valid and in effect. Written confirmation from the parent will be required at the start of every subsequent school year as long as the prescription is unchanged from the original authorization form.

It is the responsibility of the parent to ensure that a new form is completed and returned to the school whenever a prescription is altered by the physician. Any cost associated with the completion of this authorization form is the sole responsibility of the parent.

The Board assumes no liability as a result of the implementation of its policy on medication. Please note that a separate Board Policy (#1009) governs the administration of the EpiPen®.

If you have any questions regarding our policy on medication, please contact your school Principal.
*Parent is used in this letter to refer to parent(s), guardian(s), a student who is 18 years of age or older, or a student who is 16 or 17 years of age and has withdrawn from parental control.

Health Canada Santé Canada

Playgrounds – Danger of strangulation

Each year in Canada, thousands of children get hurt at playgrounds playing on slides, monkey bars or swings. Some children have died when their clothing or drawstrings got caught on playground equipment or fences. Some children have died when they became entangled in ropes or skipping ropes attached to playground equipment. Loose clothing, hoods, scarves, drawstrings, mitten cords, ropes and skipping ropes can strangle a child!



Safety Tips

- Remove cords and drawstrings from children's hoods, hats and jackets.
- Tuck in all clothing that can get caught on playground equipment.
- Wear a neck warmer instead of a scarf.
- Take off bicycle helmets before using playground equipment. Bicycle helmets can get trapped on equipment and strangle a child.
- Make sure children do not tie ropes or skipping ropes to slides and other playground equipment.
- Supervise children on the playground.
- Teach children how to use playground equipment and play safely.

If you want to know more about playground safety please call toll free:

Safe Kids Canada at 1-888-723-3847 or visit their web site at: www.safekidscanada.ca.

For more information, contact Product Safety, Health Canada at:

Vancouver, British Columbia (604) 666-5003
Edmonton, Alberta (780) 495-2626
Calgary, Alberta (403) 292-4677
Saskatoon, Saskatchewan (306) 975-4502
Winnipeg, Manitoba (204) 983-5490
Hamilton, Ontario (905) 572-2845
Toronto, Ontario (416) 973-4705
Ottawa, Ontario (613) 952-1014
Montreal, Quebec (514) 283-5488
Longueuil, Quebec (450) 646-1353
Quebec City, Quebec (418) 648-4327
Moncton, New Brunswick (506) 851-6638
Halifax, Nova Scotia (902) 426-8300
St. John's, Newfoundland (709) 772-4050

We need your Child's VACCINE RECORDS



Check this off the to-do list!

Send us the records of your child, or a child in your care, if they:

- are starting JK in September.
- moved here from a home community.
- moved here from another province.
- moved here from another country.
- got a vaccine from a community health care provider other than a Thunder Bay District Health Unit (TBDHU) nurse.

Why are we asking for them now?

- ☑ Some vaccines are required in Ontario under the Immunization of School Pupils Act (ISPA).
- ☑ TBDHU only has record of the vaccines given by our staff as health care providers are not required to send vaccine information to TBDHU. Submitting this vaccine information to TBDHU is the responsibility of the child's parent/guardian.
- ☑ We want families to have lots of time to submit records we need OR get the vaccines they are missing.
- ☑ Nurses will review all records and follow up if needed before formal letters are sent later in the year.

How?

☑ **Ask your provider** Can they send TBDHU the record? If not, get a copy to share with us.

☑ **Take a photo** 

Visit TBDHU.com/vaxreport or scan the QR code below for the link to safely and securely send to TBDHU.

☑ **Other options** Visit our website for details; drop off, mail or fax.

Register for an ICON account: Consider registering for an account with Immunization Connect Ontario (ICON) to easily access your child's vaccine records in the future if needed for travel, medical, volunteering, college/university or work. Visit TBDHU.com/vaxreport or scan the QR code below to find the link to register.

Questions?

- 807-625-5908
- toll-free 1-888-294-6630
- your nearest branch office

SCAN HERE

TBDHU.com/vaxreport

Thunder Bay District Health Unit

2025-2026 St. Bernard Staff

Principal	Mrs. Gordon		Teacher Librarian	Mrs. Wenzell
Vice-Principal	Mrs. Priestlay		Music	Mrs. D'Angelo
ENGLISH				
Kindergarten	Ms. Andreacchi		SSP	Mrs. Bresolin
Grade 1/2	Mr. Oster		SSP	Ms. Coccimiglio
Grade 2/3	Mr. Bakke		SSP	Mrs. Long
Grade 4/5	Ms. Wyllie		SSP	Mrs. Hansen
Grade 5/6	Mrs. Sherman		SSP	Mrs. Kuusela
			SSP	Ms. Laberge Penney
BILINGUAL	1. Mme Toskovich/Mrs. Grann		SSP	Mrs. Mersch
KINDERGARTEN	2. Mme Riva/Mme Vigneault		SSP	Ms. Biasiol
Teacher/Early	3. Mme Lee/Mr. Rosella		SSP	Ms. Baiju
Childhood	4. Mme Rzeszowski/Mme. Miceli		SSP	Ms. Joseph
Educator	5. Mme Gleeson/Mrs. Fors/		SSP	Ms. Tannahill
	Ms. Di Antonio		SSP	Ms. Facca
FRENCH				
IMMERSION				
Grade 1	Mme Sertic		Mental Health Worker,	Mrs. Bradley-Sabotic
Grade 1	Mme Federico		RSW	
Grade 1/2	Mme Dallaire			
Grade 2	Mme Jose			
Grade 2	Mme Rodeghiero		Administrative Assistant	Mrs. Fata
Grade 3	Mme Chivers-Wilson		Administrative Assistant	Mrs. Friday
Grade 3	Mme Ponto		Administrative Assistant	Ms. Kornylo
Grade 3/4	Mme Taddeo			
Grade 4/5	Mme Gatien			
Grade 5	Mme Franzen (Mon/Wed/Fri)		Head Custodian	Mr. Oshimo
Grade 5	Mme Smith (Tues/Thurs)		Custodian	Mr. Lamontagne
Grade 5/6	Mme Colistro		Custodian	Mr. Pepin
Grade 6	Mme Hygaard		Custodian	Mrs. Sharp
Special Education	Mme Rybar		Lunch Supervisor	Ms. Joseph
	Ms. Zanni		Lunch Supervisor	Ms. Mitchel
	Mrs. Scimeca		Lunch Supervisor	Mr. Sada
			Lunch Supervisor	Ms. Spaans
			Lunch Supervisor	Ms. Yurick
Phys. Ed/Health	Mme Papa			
Phys. Ed/Health	Mme Bunn (Mme Botsford)			
Science/Phys. Ed.	Mr. Scimeca			
English/Phys. Ed/Health	Mrs. Bergamo			
FSL	Mme Polowski			