CARDINAL LÉGER
CATHOLIC JUNIOR HIGH SCHOOL

PARENT/STUDENT HANDBOOK
2026-2027

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Web Site

http://cardinalleger.ecsd.net

Disclaimer: The website contains the most current version of this information. Please always refer to the website for the latest updates.

Message from the Administration

Welcome to a new school year, a new beginning, at Cardinal Léger Catholic Junior High School! Cardinal Léger is a Catholic learning community rooted in Jesus Christ that works collaboratively to ensure high standards of academics and discipline. Cardinal Léger staff is committed to developing the full potential of each child and in providing an enduring education that reflects the essence of Catholic traditions. We offer a variety of complementary programs designed to meet the academic, spiritual, social and physical needs of our students.

Our logo, motto, mission statement and shared values represent the philosophy and orientation of the school. We believe that the collective effort of the members of our school community is paramount and contributes towards the education of the student in a holistic manner. As educators, we recognize and celebrate that the rich and varied opportunities we offer our students provides the groundwork and foundation necessary to ensure that your children become adults that are responsible, productive and ready to face the challenges of the 21st century.

To that end, our staff is committed to offering your children the following:

- A Faith-Based Education
- Comprehensive Academic Program
- Enhanced Academic Program (EAP) Gr. 7 -9 (Language Arts, Mathematics, Science and Social Studies)
- Extensive Extra-Curricular Program
- Gr. 7 Student Transition Program
- School—Wide Wireless Access Capabilities
- School Wide Wellness Day
- School Wide Multicultural Day
- Safe and Caring School Environment
- Active School-Parent Partnership
- Integrated Technology

At Cardinal Léger Junior High School, we work to maintain close communication with our families in order to best serve the needs of our students. As such, we encourage parents to read the information in this information handbook. We look forward to your contributions in making your child's educational experience productive, rewarding, and memorable.

Mrs. Shim	Mrs. Jonzon
Principal	Assistant Principal

CARDINAL LÉGER
Catholic Junior High School

SCHOOL VISION

Illuminated by faith, our students will pursue excellence as they learn together, pray together, and serve others in building God's Kingdom.

CARDINAL LÉGER
Catholic Junior High School

SCHOOL MISSION

The mission of Cardinal Léger School is to provide a Catholic education that nurtures students to grow academically, spiritually, socially, and physically through the development of a strong knowledge base, effective skills, and Christian values.

Charism Statement

"Tender hearted Mercy and Kindness"

School Motto

"Enriched with Skills..... Empowered to Serve"

Our motto reflects our deep desire to help students to develop and enhance their skills, so that they are able to serve their respective communities. In building and enriching their skills we serve our students best as they become well-rounded, capable, confident and responsible adults.

School Values

- We promote the **LIFELONG LEARNING** of the whole student.
- We provide **EXCELLENCE** in learning through innovative teaching and learning practices.
- We strive to inspire students to **GROW** in their understanding of the Christian Faith.
- We strive to **EMPOWER** the student to meet daily challenges through a progressive learning environment.
- We **RESPECT** individual diversity by promoting the self-worth and dignity of all individuals in a safe and caring environment.

School History

Cardinal Léger School was originally called St. Philip Junior High School when it opened in 1973 and the first principal was Neil Campbell. In 1979, the school was renamed Cardinal Léger Junior High School. The school's name was chosen by the school community to honor Cardinal Paul-Emile Léger's dedicated efforts to help improve the plight of people living in Third World countries. The mural which hangs in the front hallway depicts Cardinal Léger's many contributions to society's less fortunate and needy people. Michelle Galluch was commissioned to paint this artwork.

We are affiliated with St. Matthew Parish, located at 13131 - 86 St. They may be reached at 780-475–2888.

Caring God, guide our Léger community in faith and kindness.

Help us live with kindness and respect.

Allow our students to learn with wisdom and joy.

Remind us to serve others, following Paul-Émile Léger's footsteps.

Guide our families as they support us.

Encourage us to choose what is good and true.

Renew our hearts with peace and hope.

Stay with us, Lord as we live the Chargers way.

Amen.

General School Information

Communications

Open and positive communication between the home and the school is one of the most important contributions we can make for the educational development of our children. By working together, we will help all students achieve their academic best.

All school information is included in our student handbook and/or our school website. Updates and reminders will be sent via our school division email communication system on a regular basis throughout the year; please let our office know if any of your email addresses change during the year. Student academic progress will be available online for viewing**. It is highly recommended that parents go online at least once a week, or more, to stay up to date with their child's academic progress.** Of course, phone calls and meetings with teachers are always welcome and recommended whenever the need arises. It is not necessary to wait for celebration of learning to meet with your child's teacher. Teachers will do their best to accommodate meeting times. Open lines of communication for students, staff, and parents are important. **Concerns and suggestions should be discussed with the person directly involved.**

Lines of communication are:

1. Parental concerns regarding their own child must be addressed first with the staff member involved.
2. If concerns persist, please notify the principal or assistant principal.
3. All efforts will be made to resolve any conflicts in a positive and timely manner.

Power School Parent Portal

This website allows parents to access information on a daily basis about attendance, missed assignments, and marks. As well, report cards are viewable through the Parent Portal only.

We are a cashless school and payments for school fees, field trips and bus passes are made through your Parent Portal. The PowerSchool site is accessed at: https://powerschool.ecsd.net/public School Staff will assist new families with creating a Parent Portal account through PowerSchool early in the school year.

School Website

Our website is updated regularly and includes general information, calendars of events and school council news. Visit our school website located at https://cardinalleger.ecsd.net/

Outdoor Sign

In addition, special announcements, notices and reminders regarding upcoming events will be posted regularly on our outdoor sign.

Hours of Operation

Our timetable works on a weekly basis, with Thursday early dismissal day. Student schedules will be a Monday to Friday schedule. **The Thursdays before Christmas Holidays and Spring Break will be a full day of instruction for students with the Fridays being an earlier dismissal.**

CARDINAL LÉGER JUNIOR HIGH SCHOOL
HOURS OF OPERATION 2026-2027

Outside Supervision starts at 8:00 a.m. & doors open each morning at 8:10 a.m.

Please DO NOT drop students off prior to 8:00 a.m., particularly in cold weather.

REGULAR DAYS (Monday, Tuesday, Wednesday and Friday)

8:10 AM	**Bell and Lockers** (Gather materials for a.m. classes & proceed to Homerooms)

*There is no homeroom registration block – students will proceed directly to their block 1 class

8:15 – 9:08	Block 1 (9:03 – 9:08 Prayer and Announcements)
9:10 – 9:58	Block 2
9:58 – 10:03	**Locker and nutrition break**
10:03 – 10:51	Block 3
10:53 - 11:41	Block 4
11:41 - 12:01	**Lunch - Inside**
12:01 - 12:21	**Lunch – Recess**
12:21 – 12:25	**Bell and Lockers** (Gather materials for p.m. classes & proceed to block 5)
12:25 - 1:13	Block 5
1:15 - 2:03	Block 6
2:05 - 2:53	Block 7
2:53 PM	Dismissal

Playground is OFF LIMITS
to CL students

Office Hours 8:00 am – 3:30 pm
If wishing to meet with a staff member, please contact them beforehand to ensure the staff member is available.

EARLY DISMISSAL DAY (Thursday)

8:10 AM	**Bell and Lockers** (Gather materials for a.m. classes & proceed to Homerooms)
8:15 - 9:09	Block 1 (9:04 – 9:09 Prayer and Announcements)
9:11 – 9:59	Block 2
9:59 – 10:04	**Locker and nutrition break**
10:04 – 10:52	Block 3
10:54 – 11:43	Block 4
11:43 AM	Dismissal

Program of Studies

Alberta Learning specifies the concepts and skills all students in grades seven through nine are expected to learn and demonstrate. The curriculum is organized into two main course areas: core and complementary.

Core Course Instruction

Core instruction includes the following subjects: Religion, Language Arts, Mathematics, Social Studies, Science, Physical Education, and Health.

Complementary Course Instruction

Complementary courses offered are broken into three broad areas.
They are broken down for your reference on the following chart:

International Languages	**Fine/Performing Arts**	**Career Technologies Foundations**
		Construction
French as a Second Language	Art	Communication Technology
Italian Language & Culture	Drama	Fashion Studies
	Instrumental Music	Film Studies
		Foods
		Recreation Leadership
		Environmental Stewardship

Textbooks/Locks

All students will have access to textbooks in each of their classrooms to assist them with their learning at school. Students will be given 2 locks supplied by the school. One for their main locker and one to use during Physical Education class. Students will be given a main locker. Replacement locks will cost $15.

Assessment of Learning

Assessment of the academic performance of our students is an on-going process. Teachers use a variety of assessment practices to support student learning and provide multiple opportunities for students to demonstrate their understanding. Assessment may include observations, conversations, performance tasks, classroom participation (where appropriate to the subject area), oral and written work, projects, demonstrations of learning, and tests or quizzes. Guided by the principles of Universal Design for Learning (UDL) and optimal learning environments, teachers strive to provide flexible and inclusive ways for students to engage with learning and show their progress. Report cards are prepared from the records maintained by teachers.

Homework/Assignment Policy

At Cardinal Léger Catholic Junior High, between one to two hours per school night are recommended for most students for homework and/or study. Completion of homework and assignments is required to ensure academic achievement. **Parents can check PowerSchool on a regular basis to stay informed.** Due dates are to be respected by all students. Research indicates that regular homework leads to higher academic achievement, as well as improved study skills and attitudes. Policy for late assignments will be shared on your child's subject course outlines.

Failure to complete homework and/or an assignment may result in the student completing it at lunch and/or afterschool, or loss of privileges. In addition, for assignments their mark will be calculated as not handed in.

The purpose of homework is to:

- Reinforce lessons taught during class time.
- Give students extra practice in areas where they may need it.
- Provide an opportunity for students to study and to prepare for examinations.
- Teach students to budget their time.
- Help students develop self-reliance and good study habits.
- Enable parents to see their children's progress.
- Strengthen the ties between home and school particularly when parents can help in some way with homework and/or assignments.

Parents can help by:

- Providing a quiet and constant place to work (no TV, phone calls, electronic devices or social media).
- Helping their children organize their time for assignments.
- Parents can support their child's learning by providing information, resources, and encouragement for projects. Allowing students to take primary responsibility for completing their work helps ensure that assignments accurately reflect their understanding and supports the development of independence and problem-solving skills.
- Reinforcing advantages of doing regular homework.

Student Evaluation

At the beginning of the year, students will be informed about how they will be graded and assessed in each subject. A course outline will be posted on the student's Google Classroom. Parents are encouraged to review this document in September with their child.

Progress Report

PowerTeacherPro, a grading program, will again be used this year to report assessments to parents and students. With this program, student assessments will be linked to the specific learner outcomes from the Program of Studies. This will allow students and parents to view their grades at any point and see specifically, the outcomes related to those grades. All core and complementary marks are calculated cumulatively and reflect demonstrated growth and development over the course of the school year.

Progress reports are available for viewing through the Parent Portal at regular reporting periods and you can print a copy if you wish directly from your account. Listed below are the semester terms for the year:

Semester 1: September to January 29
Celebration of Learning – November 26

Semester 2: February 1 to June
Celebration of Learning – February 18

Final Grade Mark Calculation

Using a cumulative marking system, 85% of the final grade that the students receive in Language Arts, Math, Science, and Social Studies is calculated based on schoolwork; the remaining 15% of the mark comes from the final exam. For detailed expectations related to course work, please refer to each subject course outline posted on the Google Classroom. Marks in Religion, Health, Physical Education and complementary courses, will be a cumulative mark with no final exam.

Provincial Achievement Tests

Alberta Education requires Grade 9 students to write an exam in Social, Science, English Language Arts and Math, scheduled for May and June.

Provincial Achievement Tests will be administered on the Vretta Digital Assessment Platform.
https://abed.vretta.com/

Student Recognition Program

Year End Awards – "Salute to Excellence" Awards Evening

Our year end awards recognize students in three different categories: Special Recognition Awards, Athletic Awards, and Academic Awards.

Fine Arts Awards	April 30 in the AM (Part of School Day)
Athletic Awards	June 25 in the PM (Part of School Day)
Salute to Excellence	June 24 in the AM (Part of School Day)

***Any date changes will be communicated via email to families.**

Special Recognition Awards

Jeff Dartnell Scholarship	Presented by the Rotary Club of Northeast Edmonton to the grade 9 student that has shown the most growth during their junior high years. The student is one that has overcome obstacles, shown remarkable improvement in work habits and grades and/or developed a more positive attitude over the 3 years in junior high.
Citizenship Award	To be eligible for the award, the student must have a minimum academic average of 50%. The following criteria will be examined in the selection of a winner by the staff: • Minimum academic average 50%. • Good work habits and behavior. • Responsibility in school activities. • Participation in school activities. • Good public relations when representing the school.

Christian Leadership Award	Presented to the student who has good Catholic values towards others. • Students are active participants in the faith life of the school community (morning prayers, school celebrations) • Students are a participant in social justice initiatives inside and outside of the school community • student embodies the Catholic Virtues in their interactions with others in the school community
S.E.L.E.C.T. Awards **S**tudent who **E**xemplifies **L**earning, **E**ffort, **C**o-operation and **T**eamwork	Presented to a student in each grade level, exemplifying leadership, outstanding and consistent effort, cooperation, and positive attitude. Strong emphasis on effort.
Most Outstanding Student Award	This award is presented to the student at each grade level who in the assessment of the staff possesses those qualities which best exemplify the ideal student. In selecting the student, we considered academics, athletics, extracurricular activities, demonstration of Catholic values and citizenship, both in and out of the classroom. We looked for the student who has the respect of both students and staff and who showed a willingness to share and help others.
Outstanding Athlete Award	This award is presented to a grade 9 male and female student who has demonstrated consistently, outstanding skill, a positive attitude, leadership, and dedication on the court, in the classroom, and in the school community over the last three years at Cardinal Léger.
Lumen Christi Student Faith Leadership Award	The Board of Trustees is proud to celebrate students who enhance the Catholic identity of their school community through their actions and service. This leadership can be demonstrated in various ways, such as: • Contributing to the school's celebration or prayer life, • Leading social justice initiatives, or • Witnessing their faith through class discussions
Superintendent's Award of Excellence	This award is presented to the student who the staff feels exemplifies the core values of the division while demonstrating any of the following: outstanding leadership skills, fostering a positive quality of life within the school community, contributing to the community beyond the school, or overcoming obstacles in his or her life.

Fine Arts Awards

Art 7, 8, 9	Our arts awards are given to students who have shown dedication to both art as a class and extracurricular. This award honors junior high artists who show outstanding creativity, growth, and passion for the visual arts.
Music 7, 8, 9	This award is given to a student who has shown dedication to both music as a class and extracurricular, this includes being involved in Jazz Band and Honour Band. The Music Award celebrates young musicians who not only strive for excellence in performance, but who also uplift their ensembles through teamwork, creativity, and a genuine love of music.
Drama 7, 8, 9	The Junior High Drama Award recognizes a student who has shown outstanding dedication to performance, teamwork, and the joy of theatre. This award is given to a student who has shown dedication to both drama as a class and as an extracurricular.
Fine Arts Award 7, 8, 9	This award is given to a student who has shown dedication to all three fine arts offered at our school. These are students who excel at the dramatic arts, visual arts, and musical arts. The Fine Arts Award celebrates students who make the arts come alive, whether through expressive performances, thoughtful artwork, or musical passion. This award recognizes young creators who inspire their peers and help build a vibrant, collaborative arts community.

Athletic Awards

Most Valuable Player	The most valuable player award goes to the athlete in each sport who combines individual skill and uses it to build, and enhance, team concept. Aside from talent, this athlete also brings leadership and a positive attitude enabling the team to get through challenges.
Coach's Choice	As determined by the coach or coaches, this award goes to an athlete based on significant contributions to the team and can include leadership, sportsmanlike play, most improved, etc.

Academic Awards

Please note *that the information below reflects how academic achievement and recognition have been determined in previous years. As we begin piloting our new curriculum and reporting standards in 2026–2027, the methods used to recognize and communicate student achievement may change to align with a greater focus on Levels of Achievement.*

Additional information regarding academic achievement recognition under the new reporting model will be shared during the 2026–2027 school year as it becomes available.

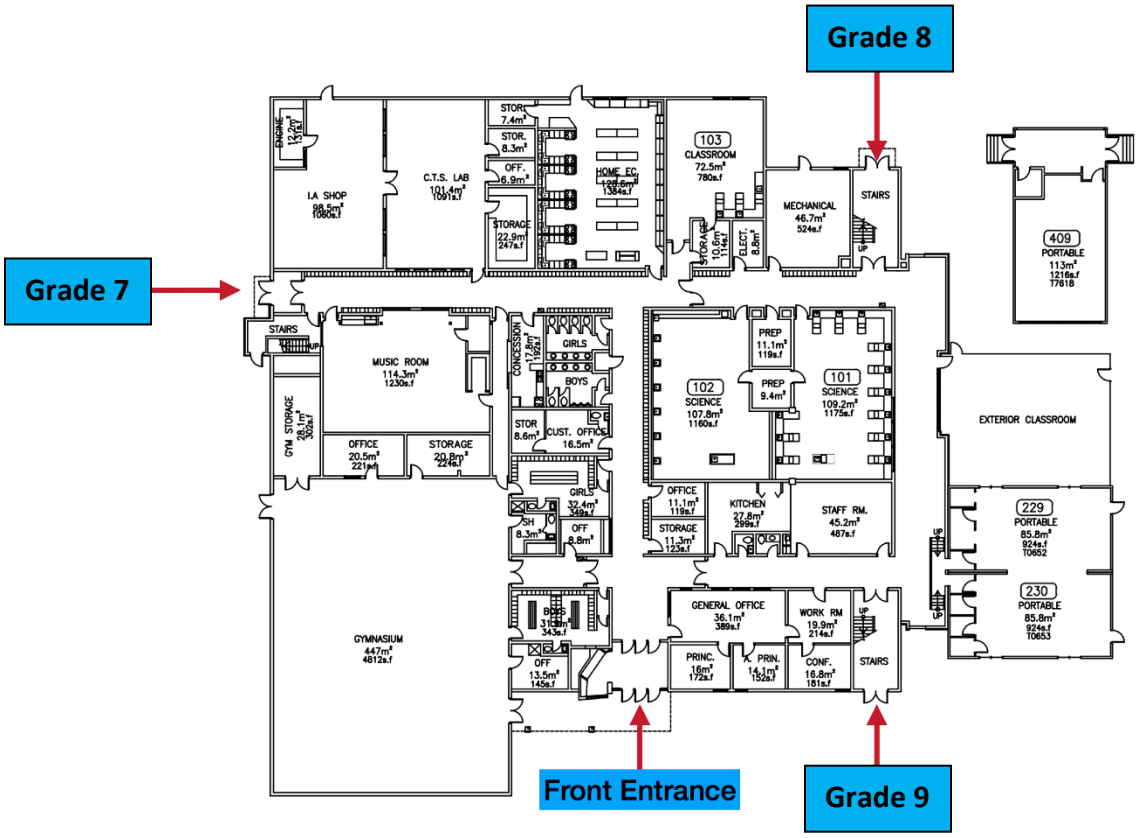
Honors	A student must achieve a total of **320 marks** in all 4 core subjects (Language Arts, Math, Social Studies, and Science) to equal an average of 80%. A minimum mark of 70% in ALL subjects is required. Students must also have a minimum of "acceptable standard (AS)" upon the completion of all other courses.
Parent Advisory Academic Recognition Award	This award is presented to the student at each grade level that achieves the overall highest yearly academic average in Language Arts, Math, Science, and Social Studies.

Procedural Information

Access to Building

In the interest of student and staff security, all doors are locked and remain locked throughout the day. The front entrance has a buzzer system to gain access to the school. The school office hours are from 8:00 a.m. to 3:30 p.m. each day. The designated student doors will be opened at 8:10 am.

Grade 7 – Northwest Door (along 88A street)
Grade 8 – North Door (near portables)
Grade 9 – Southeast Door (next to main entrance)



***Students are encouraged to continue to practice good hand hygiene.**

Announcements

Announcements will be made through our school intercom as part of Prayer and Announcements which takes place at the end of Block 1. All students are required to remain seated in their Block 1 classes and be prepared to listen quietly to the announcements as well as to take part in prayer.

Visitors

As guardians of the students, we ask that all visitors, including parents, siblings and relatives, check in at the office before contacting students or teachers.

Fire Drill/Crisis Management Lock down

Fire drills and lockdown drills will be carried out early in the school year and throughout the year without warning. This is to ensure that all students know and follow the correct procedures for emergency situations. Practice is necessary to ensure your child's safety.

School Safety/Video Surveillance

To assist in providing a safe and secure school environment, Cardinal Léger School has video-monitoring equipment. The intent of this security precaution is to ensure all hallways and outdoor areas are safe and secure for all our students and that the school is as theft and vandal free as possible. Students who are involved in activities of vandalism and/or theft will enter the discipline cycle. **A reminder to students that it is their responsibility to keep their locker locked at all times.**

Accidents and Illness

First aid will be given to any student who is injured on the premises or on the school grounds. If the parent cannot be reached, we will contact the person who is listed as an emergency contact in our Student Information Records. ***Therefore, it is extremely important that we have accurate contact information from parents. If a phone number changes, please inform the school immediately!***

Medication

School staff members are **not** permitted to administer medication without completion of the division "Request for Administration of Medication/Medical Treatment" form by the parent. In some cases, the physicians' signature is required. If your child has an allergy that could result in a severe reaction, please make the office staff aware immediately. **Students requiring medication for emergency situations (asthma inhaler, Epipen) must carry them on their person and know how and when to administer it.**

Bus Passes

Bus Pass	2026-2027 Fees
ARC ETS Bus Pass	$60.00 / month (subject to change)
ARC Card replacement	$6

You can add money to your ARC card every month. Once you have added money to your ARC card it takes 24 hours to load.

Backpacks/Bags/Purses/Satchels/Wallets

Students will be able to use lockers. **Backpacks, bags, purses, wallets and satchels will not be permitted in classrooms**. Students should refer to their daily timetable to ensure they bring only the essentials for their classes for the day. Students will be given 2 copies of their timetable.

Valuables

Do not bring large sums of money or valuables to school when they are not needed, as there is always the danger of loss or theft. **THE SCHOOL WILL NOT BE HELD RESPONSIBLE FOR LOST OR STOLEN ITEMS. Students who refuse to lock their lockers run the risk of items being stolen and not investigated.**

Student Telephone Access

- **Free Student Phone** – Located in the front entrance, this phone is a courtesy phone for students. Students may use this phone before or after school and at lunch without permission. If students require the phone during class or between classes, students need to get permission from the office.

Cell Phones and Electronic Devices

(PLEASE READ CAREFULLY)

Electronic devices are allowed on school property, but they must be on **silent mode at all times and in student lockers.** **Devices of any kind (phones, smart watches, AI glasses) are NOT permitted during the entire school day, between 8:10 am – 2:53 pm and 11:43 am on Thursdays.** Students are allowed to use their electronic devices for personal use in the school before 8:10 am and after 2:53 pm and after 11:43 am on Thursdays provided the use is appropriate and does not infringe on the rights or privacy of other students or staff and adheres to the Edmonton Catholic School Division Student Responsible Use Agreement. **Parents who need to contact students can call the office any time. Consequences will result for those students who cannot follow school policy. Policy is in effect during school field trips and school events that may extend past our regular school time such as sporting events, drama, band etc. Students who are not able to follow the expectations run the risk of not participating in future events and/or field trips.**

Chromebooks and Laptops

Students can bring in their own Chromebooks or laptops to school for educational purposes if you choose. Student use is granted by the teacher while in class. **Students are NOT permitted to bring in iPads or tablets.** Students must always keep them secured and locked in their locker when not in use. This would make it especially important for students not to share their combination to their lockers. We do have 14 Chromebook carts and 1 computer lab that students can use for in-class work when teachers book for class use. The division currently has a price agreement with Compugen and families can purchase Chromebooks with a protection plan.

Student Chromebook Purchase Program

Personal Camera Use and taking of Photographs (includes cameras on personal devices)

Personal camera/video use is not allowed at Cardinal Léger at any time due to ATIA and POPA issues.

Consequences for Electronic Device Misuse:

First Offence:

- Incident documented and the device is given to an administrator.
- Student can pick up their device at the END of the day from the office.
- Contact home will be made by the teacher and parents will be notified that the next offense will be an Out of School Suspension

Second Offence:

- Documented and the device is given to an administrator.
- An administrator will contact the parents.
- Suspension of student as per student conduct policy.

Consequences for Chromebook Misuse

If a student misuses their Chromebook—using it for non-instructional purposes or in a manner not approved by the teacher—their technology privileges and ECSD login credentials will be revoked for one week.

First Offense

- The incident will be documented.
- The student will lose access to their Chromebook and ECSD login for one week.
- The teacher will contact the student's parent/guardian to inform them of the incident and explain the consequence for a second offense.

Second Offense

- The incident will be documented.
- An administrator will contact the student's parent/guardian.
- The student may be suspended in accordance with the student conduct policy.

**Consequences will be determined on a case-by-case basis, depending upon the severity of misuse*

We realize that there are times when parents need to contact their child during the school day. If the matter can wait until lunch or after school, we encourage parents to contact their child at that time by calling the school office. If the matter is urgent and it is during class times, parents will need to contact the office at 780-475-6262.

Phys. Ed. Attire/Lockers

Physical Education clothing includes any of the following: athletic shorts, sweatpants, T-shirt, or sweatshirt. **Students are required to have a change of clothes (top and bottom) for PE classes. Running shoes are a requirement for every Physical Education class. All students are encouraged to bring a deodorant stick as well. Due to allergies, illness and safety, aerosol cans/perfumes/colognes/spray/ are NOT permitted. Locks for lockers will be provided by the school. Students will have use of PE lockers. Students will be required to purchase a Cardinal Leger PE T-Shirt. Parents will be notified if students are struggling to come to PE class prepared.**

Pictures

Individual school photos are taken in the fall. All students' pictures are taken for current school files. These may be purchased online through the studio. Re-takes are also arranged if a student was absent or requires another sitting.

Lost and Found

Students are asked to label their property and are encouraged to check the lost and found box for any clothing, shoes, books, materials or other personal property lost during the year. Students are reminded to regularly check for lost items. **Prior to Christmas break, spring break, and summer break, unclaimed articles will be donated to a charitable organization.**

Skateboards, Scooters, Rollerblades, Long boards

Due to safety concerns and the potential for accidents, we do not allow students to use skateboards, long boards, scooters or rollerblades on school property. Students who bring these items are responsible for storing them in their locker. Items that cannot be stored in their locker should not be brought to school. **We do not have the space in the office to store these items.**

Cardinal Leger Catholic Junior High School
Standard of Student Dress 2026-2027

Philosophy

In Edmonton Catholic Schools, students are expected to dress in a manner that honors the dignity of the human person, who was created in the image of God, and that supports an inclusive, caring, respectful, safe, and Catholic learning environment that promotes the well-being of all. Each school in the Division will have a ***Standards of Student Dress*** *for their community. Understanding that it is not possible to list all the specific types of acceptable and unacceptable student dress, the purpose of establishing* ***Standards of Student Dress*** *is to empower students to make appropriate choices.*

Students are expected to dress in a manner which is appropriate for the school day or for any school sponsored event. All students shall come to school dressed in a comfortable manner that allows them to be authentically who they are, while also meeting the standards in this document.

Students who do not meet the ***Standards of Student Dress*** *will be required by the school principal or their designate to meet the standards before participating in school activities. Schools will facilitate the enabling of students to meet the standards in such situations whenever possible.*

Student dress must maintain personal safety and the safety of the school community. Students are not permitted to wear articles of clothing, jewelry or accessories that indicate or suggest membership in or affiliation with any group or organization that does not support a caring, respectful, safe, and Catholic learning environment that respects diversity and fosters a sense of belonging.

Underwear/undergarments must not be visible or exposed and covered by clothing at all times. Buttocks, nipples and abdomen must be covered and remain so during all activities over the course of the school day.

Students at Cardinal Leger **must** wear:

- A shirt or equivalent top made of opaque fabric, covering the entire front, back, and sides under the arms.
- Pants or equivalent bottoms that are worn at the waist and are properly fastened (buttoned and/or pulled up).
- Courses or activities may require specific attire for safety or curriculum purposes (ie: CTF/CTS, PE, science labs, field trips)

*opaque – fabric NOT able to be seen through

Students at Cardinal Leger **may** wear, as long as they are aligned with this standard's philosophy:

- Headwear that is specifically required for religious observance (ie. hijab, yarmulke, turban) or for medical reasons in consultation with the principal
- Examples of tops: T-shirts, sweatshirts, sweaters, tank tops
- Examples of bottoms: jeans, leggings, sweatpants, skirts, dresses, shorts
- Clothing with logos or text on it that is positive in nature, respectful, or implies or encourage a healthy lifestyle/choice for children and youth.

Students at Cardinal Leger **may not** wear:

- Articles of clothing that discriminate based on age, religion, gender, gender identity/expression, body type, race, ability, and socio-economic status
- Articles of clothing with words or text that depict or imply hate, violence, profanity, drugs/drug use, vaping/tobacco, alcohol/alcohol use, sexual activity, or criminal activity.
- Tube tops, or spaghetti strap tops
- Headwear which also includes hats or hoodies – for safety and security reasons, to ensure the ability to identify individuals, either in person or through security footage

Students who have not met the standard, as outlined above, will be addressed in the following manner:

- At the first possible opportunity for a private conversation, the staff member who has identified the issue will speak to the student about the concern in a manner that respects their privacy and dignity. Students will be made aware that they are not meeting the appropriate dress standard and what their options are to align to the standard as listed below will be shared.
- The student will be presented with options to bring them into closer alignment with the standard for the remainder of the school day such as:
    - Wearing another article of their own clothing which they have at school that is in alignment with the standard.
    - Contacting a parent or guardian to bring in an article of clothing that is in alignment with the standard.
    - Borrowing an article of clothing from a friend that is in alignment with the standard.

Updated June 2026

Policy Information

Attendance Policy

Regular attendance is essential to success in school and is expected of all students. Parents of students who must be absent from school are asked to:

1. Contact the school prior to the date of the absence at 780-475-6262 and leave a message on the answering machine which is in operation after school hours and 24 hours a day on weekends and holidays. **You can also email 8287web@ecsd.net OR you can report the absence through Safe Arrival.**
2. It is the responsibility of the student to seek out, and complete all missed work, assignments and/or exams. For absences due to vacations, families are to fill out a Vacation Form.

Attendance

Students registering late must report to the general office prior to going to their classes. Students will be marked AU in the system and parents will receive a call indicating this. Parents will need to call the school to confirm their child's attendance, and, at this time, the absence will be changed to a late or excused absence, depending on the circumstance. Students who are habitually late may be reported to the attendance board.

Early Check Out

Parents are asked to call the school if a student must leave the school prior to the end of the school day. **Students need to be signed out at the office before exiting the building.**

Vacation

21st century classrooms are dynamic learning environments, fluid and ever changing, which makes it difficult to reproduce on a worksheet. As a result, it can be very difficult for teachers to put together lessons or assignments for such times.

In order for your child to receive the best possible education, it is vital that they attend school daily. Knowing this, we are also aware that there are times when students take vacations or extended absences that do not coincide with the set vacation periods of the Edmonton Catholic School Division.

The parent is asked to contact the teachers to find out what general topics of study will be examined while the student is away. The student will be expected to read applicable textbook chapters and monitor work and material being posted to google classrooms and/or via their study buddy.

Please note that it will be the responsibility of your child to see each of their teachers to find out what work was missed during the absence and to complete all missed work, assignments and/or exams.

Closed Campus Policy

Cardinal Léger Junior High school has a Closed Campus Policy. This means that **students are not permitted to leave the school grounds** at any time during the school day.

Lunch Time

Students are not permitted to leave the school grounds during the noon hour unless they live within easy walking distance of the school and are on an established *Home for Lunch* list maintained in the office. We have a duty of care toward our students, and we cannot provide adequate supervision if they are not on the school grounds. In addition, the lunch hour is not long enough for most students to go home.

While outside, students are to remain in the NORTH area of the school. Students are NOT to go towards the Boys and Girls Club nor the St. Philip playground. Students are not to loiter at the front or the side of the school building. During inclement weather (-20°C, heavy rain/snow, air quality), the students remain indoors.

Students who leave school during the lunch hour without permission may receive a suspension.

Healthy Lunch

Students are expected to bring a healthy lunch, their own eating utensils (utensils are not supplied by the school), and a water bottle each day. Students may refill their water bottles at the school's bottle-filling stations as needed.

Water is the only beverage permitted in classrooms during the school day. Students should not bring drinks from establishments such as Tim Hortons, Starbucks, or McDonald's, nor should they bring energy drinks or similar beverages.

Thank you for your cooperation!

Student Code of Conduct – Cardinal Léger Junior High School

The Student Code of Conduct at Cardinal Léger Catholic Junior High School has been developed with a focus on creating a caring, respectful and safe learning environment for all. It is based on the following Edmonton Catholic School Division and Government of Alberta documents:

Administrative Procedure 351 – Edmonton Catholic School Division

The Division has an obligation to provide a caring, respectful and safe learning environment that respects diversity, nurtures a sense of belonging and a positive sense of self and that recognizes the unique gifts and inherent value of each student and staff member who is part of the school community.
In this environment the goodness, dignity, and worth of all are recognized and all are held accountable for their actions.

Believing that all people are created in the image and likeness of God, the Division recognizes all are capable of good and therefore, inappropriate behaviour is challenged but the individual is affirmed.

As members of a Christ-centered learning community, the actions of all focus on service to one another with emphasis on growth and transformation rather than restitution and expediency.

The Division recognizes the need for a learning environment that is well ordered, safe, developmentally appropriate, and non-threatening. Students have the opportunity for growth and for choice with the understanding that there are logical consequences that follow their actions in order to ensure the welfare and security of the entire community.

Education Act

Students have a right to be in school, but they also have related responsibilities. The **School Act Part 3 Section 31** reads as follows:

A student, as a partner in education, has the responsibility to

a) attend school regularly and punctually,
b) be ready to learn and actively engage in and diligently pursue the student's education,
c) conduct themselves in a manner that safeguards and contributes to a safe and caring environment that fosters and maintains respectful and responsible behaviors. Every individual plays a vital role in respecting diversity and fosters a sense of belonging for all members of the school community,
d) respect the rights of others in the school,
e) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means;
f) comply with the rules of the school and the policies of the board,
g) co-operate with everyone authorized by the board to provide education programs and other services,
h) be accountable to the student's teachers and other school staff for the student's conduct, and
i) positively contribute to the student's school and community.

Parent Responsibilities (Section 32)

Under Part 3 Section 32 of the Education Act it states that parents have a corresponding responsibility to assist their child meet their responsibilities. As a partner in education, a parent has the responsibility to

a) act as the primary guide and decision-maker with respect to the child's education,
b) take an active role in the child's educational success, including assisting the student in complying with section 31,
c) ensure that the child attends school regularly,
d) conduct themselves in a manner that supports a safe and caring learning environment through respectful behavior within the school community,
e) co-operate and collaborate with school staff to support the delivery of supports and services to the child,
f) encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
g) engage in the child's school community.

In addition to the above, it is highly recommended that parents:

- ensure their children come to school ready to learn, attend school regularly and are punctual,
- provide a supportive learning environment at home,
- monitor and assist with homework,
- regularly check PowerSchool and,
- review the School Conduct Policy with their children.

Suspension of Students (Section 36)

(1) A teacher or a principal may suspend a student in accordance with subsection (2) or (3) if in the opinion of the teacher or principal

a) the student has failed to comply with section 31,
b) the student has failed to comply with the code of conduct established under section 33(2)
c) the student's conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school, or
d) the student has distributed an intimate image of another person in the circumstances described in section 1 (1.1).

(2) A teacher may suspend a student from one class period.

(3) A principal may suspend a student

a) from school,
b) from one or more class periods or courses,
c) from transportation provided under section 59, or
d) any school-related activity

(4) When a student is suspended under subsection (3), the principal shall

a) immediately inform the student's parent of the suspension,
b) report in writing to the student's parent all the circumstances respecting the suspension, and
c) provide an opportunity to meet with the student's parent, and the student if the student is 16 years of age or older, to discuss the suspension.

(5) A suspension may not exceed 5 school days, except in accordance with a recommendation for expulsion made by the principal under section 37.

Expulsion of Students (Section 37)

(1) If a student is suspended in accordance with section 36, the principal may recommend, prior to the end of the student's suspension, that the board expel the student if

a) the student has displayed an attitude of willful, blatant and repeated refusal to comply with section 31,
b) the student has displayed an attitude of willful, blatant and repeated refusal to comply with the code of conduct established under section 33(2),
c) the student's conduct, whether or not the conduct occurs within the building or during the school day, is injurious to the physical or mental well-being of others in the school, or
d) the student has distributed an intimate image of another person in the circumstances described in section 1(1.1).

(2) If the principal recommends expulsion under subsection (1), the principal shall

a) immediately inform the board of the recommendation for expulsion, and
b) report in writing to the board all the circumstances respecting the suspension and the principal's recommendation for expulsion, and the student remains suspended until the board has made a decision under subsection (4).

(3) The student and the student's parent may make representations to the board with respect to the principal's recommendation to expel the student.

(4) The board shall, within 10 school days after the initial date of the suspension, make a decision

a) to return the student to school, class, a course or courses, transportation provided under section 59 or a school-related activated, or
b) to expel the student.

(5) The board may expel a student under subsection (4) only if the principal has recommended that the board expel the student.

(6) If a student is expelled under this section, the expulsion takes effect immediately following the board's decision under subsection (4)(b).

(7) The board may establish rules or conditions for an expelled student respecting the circumstances in which the student may be enrolled in the same or a different education program.

(8) An expulsion or any rule or condition under subsection (7) may apply to a student beyond the school year in which the student was expelled.

(9) When a student is expelled under this section, the board shall immediately notify, in writing, the student's parents, and the student if 16 years of age or older,

a) of the expulsion and any rules or conditions that apply to the student, and
b) of the right to request a review under section 43.

(10) When a student is expelled under this section, the board shall

a) ensure that the student is provided with a supervised education program consistent with the requirements of this Act and the regulations,
b) ensure that the student is provided with supports and services in accordance with section 33(1)(e), and
c) make all reasonable efforts to ensure the attendance of the student in accordance with section 7.

Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms

Cardinal Léger student conduct policy complies with the Education Act and the Alberta Human Rights Act. We aim to create a caring, safe, and respectful community. We celebrate our accomplishments, and we believe that each person brings gifts and talents to our school community to share with others. We are committed to living as people of God in the world. This is achieved through an appropriate balance between individual and collective rights, freedoms and responsibilities in the school community and clear expectations for student behavior while in the school building, during the school day, at school related activities or while engaging in an activity that may have an effect on others at the school including by electronic means.

We affirm that the rights set out in the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms* are afforded to all students and staff members within Cardinal Léger Catholic Junior High School.

We affirm that pursuant to the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms*, students and staff members are protected from discrimination. More specifically, discrimination refers to any conduct that serves to deny or discriminate against any person or class of persons regarding any goods, services, accommodation or facilities that are customarily available to the public, and the denial or discrimination is based on race, religious beliefs, colour, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation. We share an awareness and appreciation of the diverse racial and cultural composition of society and that the richness of life in Alberta is enhanced by sharing that diversity.

Student Conduct Policy

Cardinal Léger's student conduct policy complies with the Education Act and the Alberta Human Rights Act. We aim to create a caring, safe, and respectful community. We celebrate our accomplishments, and we believe that each person brings gifts and talents to our school community to share with others. We are committed to living as people of God in the world. This is achieved through an appropriate balance between individual and collective rights, freedoms and responsibilities in the school community and clear expectations for student behavior while in the school building, during the school day, at school related activities or while engaging in an activity that may influence others at the school including by electronic means.

It is the school's expectation that students adhere to the student code of conduct that respects the rights of others in the school. Students who do not adhere to the student code of conduct shall enter the discipline cycle outlined. It is also important to note that consequences and events will take into consideration unique student attributes such as age, maturity, and individual circumstances.

Student Expectations:

See section on "student consequences"

1. **Preparedness:**
   Students will come prepared to all classes by having subject specific supplies, notebooks, pens, pencils, binders etc. and completed assignments in place.

2. **Attendance:**
   Students must attend school regularly if they are to be academically successful. They must also be punctual for all of their classes. If your child will be absent, please notify the school using **School Messenger (Safe Arrival)**, **780-475-6262 (8287web@ecsd.net)** and leave a message with the secretary or on the answering machine (the answering machine is on before and after the business day). **It is the responsibility of the student to catch up on all work missed during an absence. If a student becomes injured or ill at school a parent/guardian will be contacted and asked to pick up the child.** Students are to sign out at the office if they must leave the school during the regular school day and parental permission is required. Students arriving at school late must sign in at the office immediately upon entering the school building. Students going on vacation are to pick up a vacation form from the office and parents must inform the teachers in advance of the vacation.

3. **Promptness:**
   Students will change classes within the time allotted for transitions. Continual lates may result in consequences at the discretion of the teacher.

4. **Action-Interaction:**
   Students will always act and interact appropriately with all members of the school community.

5. **Lunchroom:**
   Students will maintain a pleasant, **clean**, and respectful atmosphere in the lunch area. Students will remain in the assigned lunch area until the outdoor break begins, at which point students must proceed immediately outdoors. Students are expected to maintain respectful behavior during inclement weather situations.
   *Grade 9 students are eating lunch in Room 101, 102, 104, and 105. Once they have chosen a lunchroom each day, they are to stay in that lunchroom for the duration of lunch (11:41-12:01)

6. **Food Etiquette:**
   Students are expected to demonstrate respect for themselves, others, and the school environment during meals and snack times. Students should only eat food that belongs to them or has been shared with permission and may not take food from the Foods room without staff authorization. Students are also expected to clean up after themselves and dispose of food-related garbage appropriately. A reminder that students must bring their own eating utensils for lunch (utensils are not supplied by the school).

7. **Unsupervised Areas:**
   During school hours, students are to be in areas supervised by staff. Students should be on the Northside of the school ONLY during lunch recess. Students are not allowed to be on or past the hill on the Northside of the school field. At no times should students be at the St. Philip's playground. After school hours, students are not permitted to loiter on school grounds.

8. **Responsibility:**
   Students will accept the responsibility for their actions.

9. **Safety:**

   Students are expected to behave in a safe and responsible manner at all times. Throwing objects, including snowballs, is prohibited due to the potential risk of serious injury. Students are expected to walk while inside the school building and remain on the right side of hallways to ensure safe and orderly movement. Students must refrain from physical contact, including play fighting, pushing, slapping, wrestling, grabbing, or poking. **To keep expectations simple, clear, and consistent, our school follows a no-contact policy. Regardless of whether physical contact is intended to be friendly, playful, or aggressive, students are expected to keep their hands to themselves and respect the personal space and boundaries of others at all times.**

10. **Violence/Response to Violence:**
    Students will refrain from engaging in violence of any kind at school and during school-related activities. Students will assist in the prevention of violence without putting the student's own safety or well-being at risk, by co-operating with school staff and supporting intervention efforts. Students are encouraged to report incidents of concern to school staff.

11. **Smoking:**
    It is illegal for minors to smoke or to possess tobacco, cannabis, vaporizers or e-cigarettes. Possession of tobacco, vaporizers or e-cigarettes and/or smoking is therefore forbidden on school premises or within sight of the school.

12. **Profanity:**
    Students will contribute in word and action towards a positive Catholic learning environment which respects the dignity and self-worth of all members of our school community. Students who have received prior warnings for repeatedly using profane language or making offensive gestures will face an escalated consequence.

13. **Offensive Language/Slang**
    Using offensive language or inappropriate slang is never allowed. Students who do not contribute positively to creating an inclusive environment will face appropriate consequences.

14. **Backpacks, Bags, Satchels & Purses:**
    Students will leave ALL backpacks, bags, purses, satchels in their lockers during the school day.

15. **Rollerblades/Skateboards/Scooters/Longboards:**
    Use of rollerblades, scooters, longboards or skateboards are not permitted on school property at any time. Students who bring these items are responsible for storing them in their locker. Items that cannot be stored in their locker, should not be brought to school. **We do not have the space in the office to store these items.**

16. **Fighting:**
    Fighting in school or on school grounds will not be tolerated under any circumstances. Consequences for fighting will include suspension and/or expulsion. Any student fighting may be dealt with by the Edmonton Police Service.

17. **Illegal or inappropriate materials:**
    Any student possessing, using or selling controlled substances may be dealt with by the Edmonton Police Service. Students may not have on them weapons of any kind or items that can be used as a weapon **and/or replica (imitation) weapons**. Consequences for violations will include suspension and/or expulsion.

18. **Responsible Use of Internet and Software**
    Technology is a privilege. Students will follow the responsible use of technology agreement as outlined by the division at all times. **This includes the appropriate use of the internet for online research purposes, artificial intelligence, editing software (Grammarly), etc. to complete assessments with regards to copyright laws and maintaining the integrity of students' authentic, independently created work.** Students who are suspected of having been inappropriately utilizing online software or programs to complete assignments for them will be considered cheating/plagiarism and treated as such.

19. **Responsible Use of Washrooms**
    Students are expected to respect washroom spaces and use them only for their intended purpose. Washrooms are not to be used as gathering or hangout spaces. Students are expected to maintain cleanliness, dispose of garbage properly, and refrain from graffiti, vandalism, or damage to school property. Misuse of washroom spaces in any way will result in parent/guardian communication and may lead to further school consequences.

20. **Water Toys**
    Water toys of any kind are not permitted on school property. If these items are brought to school, they will be confiscated and must be picked up by a parent or guardian from the office. Any behavior that violates additional school policies will be addressed accordingly. This expectation also applies to the misuse of water bottles, including throwing bottles or squirting water.

21. **Bullying:**

Bullying is defined as "repeated and hostile or demeaning behavior by an individual in the school community where the behavior is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual's reputation."

Bullying can take different forms:
Physical – pushing, hitting
Verbal – name calling, threats, put-downs
Emotional/Social – exclusion, rumors, extortion of money or possessions, intimidation
Cyber – using the computer or other technology to harass or threaten

Students will:

- abstain from, report and refuse to tolerate bullying or bullying behavior, that occurs within the school, during the school day, at a school related activity or **by electronic means.**
- inform an adult you trust **in a timely manner** of incidents of bullying, harassment, intimidation or other safety concerns in the school.

Any students found to be involved in bullying behavior will enter the discipline cycle. Threatening any member of the Cardinal Léger community (physical/mental harassment, indignity, defamation, cyber, injury or violence) will be treated as a criminal offence and may be referred to Edmonton Police Service for processing.

22. **Student Expectation:**

The Education Act outlines student responsibility to the adults put in charge of the delivery of their education program, including guest instructors, education students, and service personnel working in the school. Students shall comply with the authority given to all staff members (i.e. custodial, support, replacement staff, teachers, and administration).

23. **Student Searches:**

When information has come forth that a student is in possession of items not permitted at school, a search will be conducted of their locker, their person and or personal belongings such as their backpack.

Student Consequences

The following consequences may be used to address inappropriate behavior, whether or not it occurs within the school building, during the school day, at a school related activity or by electronic means, at the discretion of the administration, and will avoid a one size fits all approach. Some of these interventions will take place at the teacher level, administrative level or both.

- **Low Level Intervention** – this may include meeting with teacher to resolve issue, meeting with administration, contact of parents or guardians, loss of privilege, completing conflict resolution process between students involved, etc
- Direct counseling – helpful support in developing a behavior plan. Class based by teacher and/or school based by Emotional Behavior Specialist.
- Formal interview with student – a scheduled private meeting with an administrator.
- Verbal warning – a conversation with the teacher and/or administrator and agreed upon strategies.
- Verbal reprimand – a more serious conversation which would include possible consequences.
- Phone call home – ensure parents are informed of inappropriate behavior and possible strategies.
- Relocation – removal from class; classwork to be completed in an alternative environment.
- **Loss of School Privileges** – this might include, but is not limited to, the loss of lunch and recess breaks, loss of computer and technology access, loss of locker usage and hallway privileges, **loss of field trip**

privileges, loss of ability to participate on school teams; length of loss of privileges determined by the school.

- Student contract – signed agreement regarding problematic academic/social behavior that clearly names strategies and evaluation.
- Restitution – repairing relationships and/or damaged property caused by student behavior.
- **Out-of-School Suspension** – students will not be permitted to attend school and are expected to continue their studies via Google Classroom; this suspension may be for 1 day up to 5 days. Students that receive an Out-of-School Suspension for major breaches of conduct may be directed to attend the Alternative Suspension Program during their suspension, or other appropriate community programs relevant to the circumstances of the suspension. Upon the student's return to classes, they may meet with the school administration, as well as the school's MDT (multi-disciplinary team) to discuss and plan for future success. Students are not to be on school property while suspended.
- Contact with parents – may occur at many stages to ensure helpful support.
- **Expulsion** – the principal may recommend expulsion of a student to the board as per Section 37 of the Education Act. Notification of school board and parent/guardians required. A student loses the privilege of attending school but is eligible to attend an alternative education program provided by the board, subject to terms of re-enrollment between the student, parent and board.

Any consequences will take into consideration the uniqueness of each student and individual circumstances. Severe breaches of conduct will be suspended in accordance with section 36 of the Education Act.

Please note the following:

- The administration, at its discretion, may require students who enter the discipline cycle to meet with the Family School Liaison Worker (FSLW) assigned to Cardinal Léger School or other division personnel.
- In addition to the above consequences, students who enter the discipline cycle may be required to check in with administration for a period of time as determined by school administration.

Students affected by inappropriate behavior will also have access to support that may include, but are not limited to:

- Family School Liaison Worker (FSLW)
- Emotional Behavior Specialist (EBS)
- School administration
- Police Services
- Children's Services
- Alberta Health Services
- Behavioral Therapeutic Assistant

Parent-School Conflict Policy

The following principles shall act as guidelines for the resolution of parent-school conflicts in Edmonton Catholic Schools:

(a) Edmonton Catholic Schools recognizes the freedom of all members of the school community (students, staff, parents and neighbors) to voice their concerns in an appropriate manner to the appropriate school personnel.

(b) The school has a responsibility to facilitate communication and to provide procedural directions to parents who initiate complaints or concerns in accordance with the policy and regulations.

(c) All parties in a conflict situation must recognize and respect the protocol, and more specifically the principle of **"first contact"**. This means that the person(s) who have the concern, have a responsibility to begin addressing the concern directly with those persons with whom they have the concern before taking their concern elsewhere.

(d) All parties in a conflict situation shall be treated with, and have the responsibility to treat each other with fairness, dignity, and respect.

(e) All parties will deal with their concerns in a manner that is consistent with the teachings of the Catholic Church.

(f) Attempts will be made to deal with concerns that are brought to the attention of the school in an appropriate manner, in a timely fashion.

Conflict resolution protocols shall respect the provisions of the Education Act, the Alberta Human Rights Act, the Canadian Charter of Rights and Freedoms, the Code of Professional Conduct, and Edmonton Catholic School Division Administrative Procedures.

We All Belong Here!

Our school is committed to providing an inclusive, caring, respectful, and safe Catholic learning environment that promotes the well-being of all students. As part of this commitment, Edmonton Catholic Schools has Administrative Procedure 172, which outlines how to report incidents of racism and discrimination.

There is no room for discrimination or racism at our school. If you experience or witness racism or discrimination, talk with your family, your teacher, or a trusted adult at your school. If you are in a situatio351n where you need help and you feel there is no one you can talk to at home or school, then please use the reporting form found on ecsd.net/reportdiscrimination. When you make a report to a teacher, administrator, or staff member, or through the reporting form, an investigation will begin. It is brave to speak up.

If you need immediate help, you can contact the Kids Help Phone by calling 1-800-668-6868 or texting 686868.

Development and Review of School Code of Conduct

The school conduct policy has been developed by the Cardinal Léger School Community. Each year, the student code of conduct will be:

- reflective of the expectations of students as addressed in legislation and division policies;
- reviewed by staff and students during the first week of classes;
- shared with parents
- posted to the school's website.

Field Trip Policy

The Edmonton Catholic School Division and the staff of Cardinal Léger Catholic School recognize the importance of students utilizing community resources through field trips and visits. Therefore, we endorse out-of-school activities which have definite educational value.

Field trips, tours and excursions are school-planned enrichment activities that complement the curriculum. Students are encouraged to participate. Each teacher is responsible for the organization of the field trips taken by the class. Parents will be informed in advance of the field trip date, the nature of the trip, and costs involved. Before each field trip, parents will be asked to read and sign a field trip permission form. **For legal reasons, we are unable to accept verbal permission or notes for students to attend field trips. Therefore, students who have not returned a signed field trip permission form to school by the due date will not be allowed to participate in the field trip.**

Field trip forms AND payment confirms a student's participation. Please adhere to all deadlines to confirm your child's spot on the trip and avoid disappointment. Once participation has been confirmed and your child's spot has been secured, refunds will not be granted after the registration deadline and confirmation process. Confirmation information will be shared by the teacher and/or through School Messenger.

The administration and staff reserve the right to deny a student the privilege to participate in any such activity based on the following criteria:

a) unacceptable behavior at school.

b) inappropriate behavior during school activities/**previous field trips**

c) insufficient effort and/or incomplete subject assignments.

d) poor attendance (including chronic lates).

School-Wide Activities

Meet the Staff/Program Orientation Night

Early in the school year parents will be invited to meet the staff and learn more about the various programs that our school has to offer. Throughout the school year parents are invited to attend many functions, celebrations, and events.

Extra-curricular Activities

Extra-curricular activities are an important component of the wellbeing of all students. Everyone is encouraged to become actively involved as participants or spectators in all school events. Listen to announcements to find out how you can be involved! Students are expected to conduct themselves in an appropriate manner at all events. It is a privilege to be involved in ANY extracurricular activities. An expectations contract will need to be completed by student and family prior to participation.

Athletics/Spectators

Student athletes with their parents, will be expected to read through and sign an athletic contract. Please see form on pages 35-36. **Team fees will need to be paid before the season begins**. Student spectators who are respectful and are present to support and cheer on our Chargers are welcome. ONLY Cardinal Leger students are permitted to attend HOME games, no siblings, friends or other spectators from another school unless accompanied by a parent.

Expectations for Spectators:

1. Be respectful and represent the school well.
2. No food or drink is allowed in the gym.
3. **Students must leave immediately after the event.**
    1. **Pick-up time is no later than 5:15 p.m.**
    2. **ETS Bus riders must leave by 5:00 p.m.**
    3. **Walking home is not permitted at this time.**
4. Adhere to the school's standard of student dress.
5. No cell phone use for taking pictures or videos.
6. A designated area will be blocked off for parents.
7. Students must go directly to the gym after school and remain there. Once the gym reaches capacity, no additional spectators will be allowed.
8. **Under no circumstances are students allowed to leave school grounds and return**. If you leave school, you will not be granted re-entry, and access to the game will be denied.
9. **Students are not permitted to attend games at other junior high schools unless accompanied by their own parents.**
10. Siblings from other schools may only attend if supervised by a parent.

CL students may NOT watch games at other sites unless accompanied by a parent. **Any spectators who are unable to follow the above Expectations for Spectators and the Spectator Code of Conduct (located on the signs in the gymnasium) will be asked to leave and WILL NOT be able to participate in future afterschool events.**

Concession

Our school provides a concession from which students can purchase milk, daily specials and/or snacks at lunchtime. While the concession is usually available, it is occasionally closed. Students should not expect that the concession will be a primary supplier of lunch items. Open October – May. **Students are expected to line up accordingly and respectfully when lining up for the concession to receive their items. Students who are not able to be responsible in the concession line may lose the privilege of accessing the concession for a period of time.**

Grade 9 Farewell

The annual grade 9 Farewell Mass is held on Thursday, June 3* at St. Charles Parish at 5:00 pm
Grade 9 Farewell Field Trip is tentatively booked for Friday, June 4*.
*Dates subject to change

Year End Activities

A variety of activities may be planned for the school year-end. Final approval with respect to such a school sponsored event rests with the Principal.

Religious Celebrations

In honor of our Catholic faith traditions our school provides meaningful liturgical celebrations throughout the year. These celebrations may occur within the school or at a Catholic Church. **PARTICIPATION and respectful behavior is required by all students for all religious celebrations.** Opportunities are provided and encouraged for students to take part in mass, such as readers, candle and cross bearers. Parents will be informed of the dates, times and location of celebrations. All parents, guardians and family members are welcome to join us.

Enhanced Academic Program

EAP courses aim to merge the foundations of Language Arts, Mathematics, Social Studies, and Science, fostering independent thinking, creative problem-solving, and effective collaboration and communication skills.

EAP prepares students for high school enriched academic courses such as Advanced Placement and the International Baccalaureate Diploma Programme.

Students will demonstrate mastery in foundational, subject-specific content and develop competencies in Language Arts, Mathematics, Social Studies, and Science.

- EAP is one class per grade level.
- Designed for students who consistently achieve at the academic level (80% or higher without accommodations), and non-percentage indicators primarily at the SE level**
- Due to class caps, meeting this academic threshold does not automatically guarantee acceptance into the program
- EAP students exhibit positive learning attitudes and strong behavioral skills, including responsibility, independence, and commitment to academic growth.
- Enrollment in EAP is reviewed annually, and students must reapply each year
- **Watch for 2027-2028 EAP Applications Deadlines on School Website**

Cardinal Léger's Enhanced Academic Program offers students the chance to enhance their education through participation in community field trips or on-site projects, such as:

- Visiting the University of Alberta's Botanic Garden
- Experiencing RiverWatch Institute of Alberta's school science floats
- Participation in Junior Achievement through the University of Alberta
- Visits to Fort Edmonton Park
- Exploration of Japanese culinary arts
- Involvement in science fair projects
- Attendance at the Leadership Symposium
- Engaging in impactful Social Justice initiatives

Please note that the information above reflects how academic achievement and recognition have been determined in previous years. As we begin piloting our new curriculum and reporting standards in 2026–2027, the methods used to recognize and communicate student achievement may change to align with a greater focus on Levels of Achievement.

Additional information regarding academic achievement recognition under the new reporting model will be shared during the 2026–2027 school year as it becomes available.

Cardinal Léger Extra-Curricular Expectations

We at Cardinal Léger Junior High School encourage all students to make an effort to strive for excellence in extra-curricular activities to further enhance positive development of self-discipline, responsibility, and making contributions to a team while increasing personal fitness and well-being. While it is a privilege to represent an extra-curricular sports team here at our school, there are player expectations that all coaches have agreed upon that align with our priorities and Christian values of our school.

For students on a sports team, we have set the following goals:

1. **Expected Responsibilities:**
   - Demonstrate commitment to their responsibilities as a student first.
   - Maintain or exceed the expectations of classroom teachers and coaches as reviewed throughout the year by the Cardinal Leger staff. This includes homework/assignments, punctuality, preparedness, and consistent effort.
   - Be positive role models, promoting our Christian "core values" as ambassadors of our school, both on and off site.
   - Respect and courtesy for other students, teachers and staff
   - Positive attitude
   - Attendance

2. **Role of the Player:**

Players must be committed not only to athletics, but in class and within the community first and foremost. Players may be subject to academic probation if they are not achieving their potential in class or have been in any altercation that does not abide by school rules and regulations. They must make a commitment to attend all practices and games, unless they communicate with the coach otherwise. They must demonstrate professionalism; no poor language, unsportsmanlike behavior or disrespect will be tolerated. Players must demonstrate cooperation and be willing to learn and accept constructive criticism during practices and games. Players must be prepared by dressing appropriately and bringing all necessary equipment for practice and games. Players must demonstrate positive attitudes both on and off the field/court by respecting referees, coaches, players and parents. It is the player's responsibility to communicate absences with coaches.

3. **Consequences:**

Any violation of expectations as communicated by a staff member or from their respective coach could jeopardize a student athlete's eligibility to participate in practices, tournament play, or league game(s). Appropriate consequences will be determined based on the nature of the offense and at the discretion of the coaches and administration. Please do not hesitate to speak directly to the coach for further clarification or concern about student athlete expectations**. In the event of a school suspension, the decision of the suspended player to remain on the team is ultimately the decision of the coaches and administration.** This will be assessed on a case-by-case basis, depending on the offense and the surrounding circumstances.

4. Parent Expectations:

Parents are expected to be supportive of all coaching decisions and of all players. Parents must be positive role models by demonstrating good sportsmanship (respecting ALL coaches, players, referees and other parents). We ask that communication remain constructive and positive with your children and all supporting staff. Please remember that our coaches work very hard every day with the kids to make this a positive experience. They volunteer their time to teach them all the skills they will need to be successful. If you have concerns with the amount of playing time your child is getting, please feel free to set time to talk with the coach in a respectful manner. During or after games are not appropriate times to discuss this issue. Most coaches base playing time according to many factors including skill, attitude, game situations, preparedness, warm-up, attendance and behavior, both during school and games/practices. Due to the competitive nature of school sports teams, equal playing time may not always be available.

Payment for the season must be paid prior to the start of the first game. Without payment, students will not be able to participate in their extra-curricular event. All payments MUST be made on PowerSchool. If a payment plan is needed, this must be arranged with the coach and administration in advance.

Please submit any questions or concerns to your coach. Please feel free to contact them via email or call them at the school 780-475-6262.

Thank you for taking the time to read through the **"Extra-Curricular Expectations**" with your child. We look forward to a wonderful season and an opportunity to learn, grow and develop our abilities as a team.

Yours in Sport,

Mr. Neri (Athletic Director)

STUDENT COMMITMENT FORM

Please review the EXTRA-CURRICULAR EXPECTATIONS DOCUMENT with your child and return their commitment form to their coach. School fees are required to be paid directly on your Parent Portal in PowerSchool prior to the start of the season.

Student Name: _____

- ☐ Student - I have read and understand these expectations and will agree to abide by them as a Cardinal Léger Catholic Junior High School student athlete.
- ☐ Parent/Guardian - I've discussed these expectations with my child, and I'm committed to helping them meet them.

_____ _____

Student Signature **Parent Signature**

Date: _____

Calendar of Events 2026-2027

The calendar of events is as of June 2026. **Dates may change throughout the year**. Parents will be updated through email. Please note that the final exam dates are currently in DRAFT format, however, have been listed in the calendar for you.

SEPTEMBER	
2	First Day of Instruction Grade 7 ONLY All Day
3	Grade 8 & 9 ONLY AM
4	ALL GRADES
7	Labor Day – NO SCHOOL
9	Meet the Staff/Program Night Evening 6:00 pm
10	School Photos – Lifetouch Photography
18	School Opening Mass at St. Matthew
18	EAP 8 STEM Focused Learning Symposium – Lumen Christi
21	EAP 7 Symposium – Lumen Christi
25	Grade 7 Retreat to Birch Bay (Group 1)
30	Truth & Reconciliation Day – NO SCHOOL
OCTOBER	
1	School PD – NO SCHOOL STUDENTS
5	Grade 7 Retreat to Birch Bay (Group 2)
8	Thanksgiving Celebration
12	Thanksgiving Holiday – NO SCHOOL
15	School Photo Retakes – Lifetouch Photography
19	Election Day – NO SCHOOL
30	Halloween Activities PM
NOVEMBER	
10	Remembrance Day Memorial
11-13	Remembrance Day/November Break – NO SCHOOL
25	EAP 9 Career Fair – 10:00am - 3:00pm
26	Celebration of Learning 1:30 - 5:30pm
27	Multicultural Day
DECEMBER	
16	Advent Mass at St. Matthew
17	Full Day Thursday
18	Half Day Friday
21-Jan 3	Christmas Holidays – NO SCHOOL
JANUARY	
14	Wellness Day
21	Winter Concert – 6:00pm
28	AM Grade 6 Orientation – Feeder Schools Open House 6:30pm
29	End of Semester 1
FEBRUARY	
1	Semester 2 Begins

9	Shrove Tuesday
10	Ash Wednesday Celebration
18	Celebration of Learning 1:30 - 5:20pm
24	Faith Development Day – NO SCHOOL STUDENTS
25-26	Teacher's Convention – NO SCHOOL STUDENTS
MARCH	
4	School PD Day – NO SCHOOL STUDENTS
9/10	Grade 9 Immunizations – Library
25	District PD Day – NO SCHOOL STUDENTS
26-Apr 4	Easter/Spring Break – NO SCHOOL
APRIL	
16	Easter Mass at St. Matthew
23	Grade 9 Photos – Lifetouch Photography
29	Fine Arts Night (Play, Band, Art Gallery Walk)
MAY	
7	School PD Day – NO SCHOOL STUDENTS
13	Spring Concert – 6:00pm
20-24	Victoria Day Long Weekend – NO SCHOOL
JUNE	
3	Grade 9 PAT ELA Part A Grade 7/8 Writing Task
3	Farewell Mass 5:00 pm at St. Charles
4	Grade 9 Farewell Field Trip
8	PAT 9 ELA Part B CSA ELA Grade 7/8
14	Last Day of Regular Classes
15	PAT 9 Math Part A 7/8 AD HOC Flex
17	PAT 9 Math Part B CSA Math Grade 7/8
18	PAT 9 Social CSA Social Grade 7/8
21	Year End Mass at St. Matthew Parish National Indigenous Day Flex
22	PAT 9 Science CSA Science Grade 7/8
24	Academic Awards - AM
25	Year End Movie Field Trip & Athletic Awards
28	LAST DAY of Instruction PM – Last Day of School (Locker Clean Up, Textbook Return, School Fees)

As of May 20, 2026