



August 28, 2025

Dear Parents/Guardians:

We hope you are enjoying the summer break. We are looking forward to seeing all our students back in school. School will begin on Tuesday, September 2 with a staggered entry.

Staggered entry for grades 7-8-9 students.

Tuesday, September 2 – **Gr. 7s ONLY ALL DAY** (no grade 8 or 9 students)

Wednesday, September 3 – **AM Grade 8s ONLY**

Wednesday, September 3 – **PM Grade 9s ONLY**

} **NO GRADE 7s**

Thursday, September 4- **ALL STUDENTS ATTEND** – First Day of Scheduled Classes
(8:10am-11:48am)

Enclosed you will find important information regarding back to school for Cardinal Léger families. I have also attached the Student/Parent Handbook as all school policies and student conduct will be in place for the 2025-2026 school year.

Students will be able to enjoy field trips, extra-curricular activities, and options. It is important that all parents have their Parent PowerSchool account set up. School fees will be added to your PowerSchool account at the end of September. **Any outstanding textbook fees or overdue fees are already added to your Parent PowerSchool account. These can be paid starting September 2.**

We will continue to work together for the safety of our community. We continue to encourage good hygiene for all students, staff and visitors to the school.

Take care and enjoy the rest of the days of summer!

Mrs. Shim (Principal) and Cardinal Léger Staff



As you begin to prepare for the first days of school, here is some important information.
Please refer to the Parent/Student Handbook with detailed information.

- ☐ Tuesday, September 2 – Gr. 7s ONLY ALL DAY (no grade 8 or 9 students)
 - ☐ Wednesday, September 3 – AM Grade 8s ONLY
 - ☐ Wednesday, September 3 – PM Grade 9s ONLY
- NO GRADE 7s**
- ☐ Thursday, September 4- ALL STUDENTS ATTEND – First Day of Scheduled Classes
 - ☐ A school map with your child's designated door as well as homeroom class and teacher will be provided on the Monday before the first day of school for your child. You will get an email from your child's homeroom teacher.
 - ☐ Office hours are 8:00 am – 3:30 pm during the regular school year.
 - ☐ As shared in the spring there will be no option changes. Staffing was completed based on student interest.
 - ☐ Please be familiar with the following policies in the school:
 - Conduct and Expectations – in the Student/Parent Handbook
 - Standard of Student Dress
 - Student Owned Personal Device – updated document attached
 - As things change, parents will be updated via email.
 - ☐ **On the first day students MUST bring all their school supplies.** Students will be able to organize themselves as well as their lockers on the first day. Students must use ONLY school supplied locks. Each student will be given 2 locks, one for their main locker and one for use during Physical Education class. ALL school backpacks, bags, personal devices and satchels will remain in student lockers.
 - ☐ **NO student drop off in the staff parking lot.** This is unsafe for both staff and students. There is a student drop off area along 88A St. Please do not block the entrance/exit to our staff parking lot. We ask that parents drop off and go.
 - ☐ Please respect our school bus zones and do not park there when picking up or dropping off. There are yellow bus zones in front of the school for our elementary school.
 - ☐ Like last year, there will be times where teachers will communicate with parents through Microsoft Teams. If able, please download the APP.
 - ☐ Parent Portal on PowerSchool – please check that your account is active. This is where you will see your child's progress in real time and pay for fees including bus passes. ETS ARC bus passes can be loaded with money every month. It takes 24 hours to load the dollar value. **ARC cards, can be purchased through the school. We are a cashless school, and all payments will need to be made online using your parent portal on PowerSchool.**



- ☐ Meet the Staff/Program Night will be on September 10 at 6:00pm.
- ☐ ALL visitors report to the office as they enter the school. If you are wanting to meet with any staff member, **please contact them in advance to make arrangements so that they are available.**
- ☐ LUNCH: **Grade 7 and 9 students will eat lunch in the gym.** Grade 8 students will be able to pick one of 4 classrooms to eat their lunch.
- ☐ Students are expected to bring a lunch AND water bottle to school everyday with the necessary eating utensils. There will be a limited number of microwaves available. To avoid long line ups, we ask students to bring items that do not require to be reheated.
- ☐ Concession will not be available in September. More information will be shared in October.
- ☐ If a student forgets their lunch, parents can drop it off at the office, please **label with your child's first and last name.** The office will then distribute the lunch to the students accordingly.
- ☐ We continue to have hand sanitizer available throughout the school as well as at designated entry points for student use in the morning.
- ☐ **Students are expected to be picked up within the 15 minutes of supervision at the end of the day. Please plan for your child to be picked up within that time.**
- ☐ For families new to our school, communication is on an ongoing basis throughout the year via our messaging system. Please ensure we have your most updated contact information.
- ☐ We continue to offer a weekly FLEX block on Wednesdays, where students can choose their academic CORE focus for additional support, review, or enrichment. Students and parents can select the weekly session through their PowerSchool account. Please review the lesson descriptions for detailed information about each session.
- ☐ All textbooks will be stored in teacher classrooms this year, so students no longer need to sign them out or carry them throughout the day. This change means students won't have to transport textbooks between home and school, nor between classes. Teachers will provide guidance on how students can access the necessary information.
- ☐ Any student with medical concerns will need to complete a medical form and inform the school so that we can properly support your child. Please see the attached documents and complete the ones applicable to your child's needs. If you are not sure, please call the office. More information is on p.10 of the student/parent handbook.

Thank you! Looking forward to seeing the students.
Staff of Cardinal Léger



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 block 1)
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 - 11:42	Block 4
11:42 - 12:02	Lunch - Inside
12:02 - 12:22	Lunch – Recess
12:22 – 12:26	Bell and Lockers (Gather materials for p.m. classes & proceed to block 5)
12:26 - 1:14	Block 5
1:16 - 2:04	Block 6
2:06 - 2:54	Block 7
2:54 PM	Dismissal (supervision ends 3:09)

Playground is OFF LIMITS
to CL students

EARLY DISMISSAL DAY (Thursday)

8:10 AM	Bell and Lockers (Gather materials for a.m. classes & proceed to Homerooms)
8:15 – 9:05	Block 1 (9:05 – 9:10 Prayer and Announcements)
9:12 - 10:02	Block 2
10:02 – 10:07	Locker and nutrition break
10:07 – 10:57	Block 3
10:59 – 11:48	Block 4
11:48AM	Dismissal (supervision ends at 12:03)

Office Hours 8:00 am – 3:30 pm

If wishing to meet with ANY staff member, please contact them beforehand to ensure the staff member is available.