



# **ST. NICHOLAS JUNIOR HIGH SCHOOL**

*Academy of Fine Arts, Science & Soccer*

## **Student and Parent Handbook**

### **School Information 2021-2022**

3643 – 115<sup>th</sup> Avenue,  
Edmonton, Alberta T5W 0V1  
Phone: 780.474.3713  
Fax: 780.477.0012  
[www.stnicholas.ecsd.net](http://www.stnicholas.ecsd.net)

**General Office Hours: 8:00 am – 4:00 pm**

### **Message from the School Administration**

The purpose of this handbook is to provide information about the philosophy and major practices and regulations that guide the daily operation of St. Nicholas. We hope that many of the questions asked by students and parents about the school will be answered in this handbook. Should you have any questions or require further clarification, please contact the school in person or by phone at 780-474-3713.

Providing a quality Catholic education for our students is accomplished through continuous cooperation between home, school, and parish within a framework of mutual respect and participation. We look forward to your continued interest, support, and involvement in the education of your child.

Sincerely,

Mr. Alex Buttigieg  
Principal  
[alexander.buttigieg@ecsd.net](mailto:alexander.buttigieg@ecsd.net)

Mrs. Cathy Pagliuso  
Assistant Principal  
[caterina.pagliuso-stagliano@ecsd.net](mailto:caterina.pagliuso-stagliano@ecsd.net)

## Our School

### **Statement of Purpose / Expectations of Students from the School Act:**

Edmonton Catholic Schools is committed to building nurturing Catholic learning and working communities that are inclusive and welcoming to all their members. All efforts to support the inclusive, safe, and caring learning and working communities within our District must be in accordance with the teaching of the Catholic Church and shall be grounded in the understanding of the persona.

The primary purpose of a Student Conduct Policy is to help students learn how to address issues of dispute, develop empathy, and give witness to the Catholic faith, both within and outside of the school community. At St. Nicholas we endeavor for all our students to live their vocation in the light of faith. We are reminded that “the specific purpose of a Catholic education is the formation of children who will be good citizens of the world. Catholic schools have a straightforward goal: to foster the growth of good Catholic human beings who love God and neighbor and thus fulfill their destiny of becoming saints” (The Holy See Teaching on Catholic Schools, 2006).

**Grounded in Our Catholic Faith, We Believe:** All students are created in the image and likeness of God. As such, all human beings are inherently sacred and must be treated with dignity and respect. All efforts to support a welcoming, inclusive, respectful, safe, and caring learning environment within our school, in accordance with the teaching of the Catholic Church, remains central to our mission.

### **Guiding Principles:**

**Honesty** takes courage and is full revelation of the truth. In our human weakness, we will make mistakes. For us to grow and learn from our mistakes, we must first take accountability for our actions. To possess integrity of self, trust and understanding from others, honesty is essential. We expect our students to ALWAYS be honest with themselves and with others.

**Respect** and dignity permeate everything we say verbally or non-verbally to others, and in our actions. Our language, our words, and our actions MUST ALWAYS be respectful. Disrespectful or hurtful behavior of others is NOT tolerated.

**Reverence** is a word meaning respect for our faith. Making the choice to attend a Catholic school binds everyone to respect and participate in the traditions of our faith. During celebrations, prayer, Liturgies of the Eucharist and other religious traditions, ALL students are expected to act reverently which calls us to a quiet, attentive, personal time of reflection and prayer. As well, we attend mass as a school community throughout the school year.

## **Religious Education Classes**

### **Attendance at Mass**

Over the course of a school year our entire school community takes part in Masses at St Clare Parish and Protection of the Blessed Virgin Mary Ukrainian Catholic Church. With large gathering possibly still being in effect we will look at alternatives to these indoor full school gatherings such as gathering outside as a faith community and/or celebrating in small groups and connecting via remote platforms. All students are expected to attend the school-wide celebrations as part of our shared faith experience.

In addition to the prayer and Permeation of Faith within the St. Nicholas community, students participate in a Religious Studies course at each grade level.

### **Religious Studies 7**

Grade 7 students will experience a Religious Studies Program, *Growing in Faith, Growing in Christ*. This Program is in it's second year and provides opportunities for students to examine their faith and further understand Christ and all his works.

### **Religious Studies 8**

The grade 8 Religious Studies Program, "Stand by me", has a core objective to nurture a relationship with God, Jesus and the Holy Spirit. It is structured around the Apostles Creed as a means of helping students understand the living relationships: God with us, humankind with God, humans with each other and with all creation.

Students will also explore the history of the Creed and traditions of the Church so that we can begin to recognize through our own experiences our place in them.

### **Religious Studies 9**

The goal of the grade 9 Religious Studies Program is to help students develop a better understanding of the Catholic Faith and the Christian values it is built on. Students will develop a deeper self-awareness and a clearer understanding of the personal qualities that shape their relationships and their decisions by studying the Beatitudes as a guide for being a true friend, a true path to happiness, and the individual virtues that we cultivate.



## **Student Services**

### **Counselling Services**

The counseling services available to all students aim to help individual students to get to know themselves better, to adapt to their social milieu and to prepare them for a future where they can, with utmost ease, make their talents and aptitudes better known and valued. The counseling department also works hand in hand with the teachers to help students succeed academically.

St. Nicholas is fortunate this year to have a full time Family School Liaison Worker (FSLW). They will be working with individual students and small-groups and will assist our classroom staff in developing strategies for students geared towards tackling any challenges they face in their school life. Our FSLW will support the social, emotional, and academic needs of students and help to create an environment where a student can be successful as well as achieve open communication and consistency between home and school.

### **School Resource Officer (SRO)**

We have an SRO at St. Nicholas for 0.5 of each week. The role of the SRO is to make a difference in our school community by providing a learning environment through counselling, structured classroom lectures, and distribution of educational resource materials. Working co-operatively with school administrators, staff, students, parents and the community, our SRO will help to identify and address school concerns.

### **Braided Journeys Program/Graduation Coach – First Nations, Metis, Inuit (FNMI)**

We are pleased to offer a Braided Journeys program at the Junior High level. This program aims to support our Indigenous population, provide resources, tutoring, cultural events as well as leadership and team building opportunities. This program is also intended to raise the awareness of the richness in Indigenous Culture.



## **Home, School & Student Partnerships**

### **Report Card Distribution Dates**

Academic progress can be tracked on a regular basis through PowerSchool and Report cards will be available online two times a year through PowerSchool (**January 2022 and June 2022**). Hardcopies of report cards will not be given out; however, parents can print copies through their PowerSchool account. Student marks are available through PowerSchool at any time throughout the year.

### **Student/Parent/Teacher Conference Dates**

Parent/Teacher conferences may be requested by either parents or teachers at any time during the school year. Traditionally scheduled Student/Parent/Teacher conferences that were held two times a year may need to follow a different format this year. Once we determine what the new format is we will communicate that with families.

### **Academic Honours Awards**

Students achieving Honours (80% - 90%) and Honours with Distinction (90% and above) will be acknowledged at the end of each term. Students maintaining these levels of achievement will be presented with a certificate of achievement at the end of the year, as well as have their name displayed in the hallway on our Honour Board. Students who achieve honours must obtain an 80% average in their core subjects (English Language Arts, Social Studies, Mathematics, Science and Religion) and all grades above 65% in other subjects. Students who achieve honours with distinction must obtain a 90% average in their core subjects (English Language Arts, Social Studies, Mathematics, Science and Religion) and all grades above 65% in other subjects.

## **General Information**

### **Course Fees/Academy Fees**

Academy and other option courses are offered to students, but depending on the course or Academy, the additional costs will vary. These Academy and course fees cover the operational and material costs, but do not include field trips. If Academy fees are unpaid, your child may be removed from Academy participation until fees are paid in full. Regular school fees are due on September 30, 2021. Academy deposits are due on September 2, 2021 with regular installments paid throughout the year. Families also have the option of paying school fees in full at the beginning of the school year.

### **Textbook Use**

The student is responsible to ensure that they are in possession of their textbooks throughout the school year and are responsible to ensure that their textbooks do not get damaged. The parent/guardian is financially responsible for the cost of replacement for any textbook that is damaged or lost.

### Technology Use

This year a device (HP Laptop or Chromebook) will be assigned to each student for use during the school day. Students are responsible for maintaining the device and informing their teacher of any technical problems or damage to the device. Students will be given time at the end of each day to place their device in the assigned charging cart in their homeroom.

### Vacation Leave Form

If you are planning a vacation, you must complete a vacation leave form which indicates the dates that your child will be absent from school. This information is imperative to allow teachers to pre-plan homework for your child and to ensure that upon completion, your child is prepared upon their return. It is your child's responsibility to complete the form with the assistance of each of their classroom teachers. Vacation leave forms are available in the main office.

### Incomplete Assignments

If your child has missing or incomplete examinations, assignments, tests, and/or homework, they may be held back from participating in field trips, option courses (including Academies), and other school-based activities. With the implementation of our Flex Room students have the opportunity to make up missed assignments

<h3><u>School Policies</u></h3>
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### St Nicholas Re-Entry Plan

A Re-entry Plan that aligns with our Division and Ministry standards has been established for our St Nicholas Community. It is available on our school website and will be updated on a regular basis as changes/adjustments are made.

### CLOSED CAMPUS POLICY

**In the interest of student safety, St. Nicholas is a CLOSED CAMPUS. All students MUST stay at school during the school day. This policy ensures that your child is always supervised. Parents must notify the school by phone or in writing prior to the time if their child must leave the school at any time during the school day.**

### Attendance

Students are expected to be at school and on time for all classes unless a valid reason, either written or phoned in, is provided. Parents are to contact the school at (780)-474-3713 if your child will be absent or late. The school staff will contact the parents if a message has not been received. Students arriving late in the morning or afternoon **MUST enter through the main doors** and report to the main office to get a late slip.

## St Nicholas Catholic Junior High Bell Schedule

8:17-9:06	Prayer, Announcements, Attendance Block 1
9:08-10:00	Block 2 5-minute Homeroom and Snack Break
10:02-10:47	Block 3
10:49 -11:34	Block 4
11:36-12:21	Block 5
12:21-12:26	Homeroom
12:26-12:44 12:44-1:03	Lunch Lunch Activities / Outside Recess
1:03 – 1:10 5-minute Homeroom	
1:10-1:55	Block 6
1:57-2:43	Block 7

<b><u>THURSDAY</u></b>	
8:17 – 8:27 Homeroom	
8:27-9:51	CTF 1
9:53-11:16	CTF 2
11:16 – 11:21 Homeroom	

### **Morning Bells**

The first bell in the morning is at **8:13 a.m.** and students will be let in by staff through their designated doors:

**Grade 7** – Northwest Doors

**Grade 8** – Southwest Doors

**Grade 9** – Northeast Doors

**WIN Jr** – Southeast Doors

The class commencement bell rings at **8:17 a.m.** and students must be in their homeroom desk when this bell rings.

### **Lunch bells**

Lunch begins at **12:26 p.m.** At 12:44 students will have an outdoor lunch/activity break. The first bell after lunch rings at **1:03 p.m.** where students are to go to their homeroom and prepare themselves for their afternoon classes. The class commencement bell rings at **1:10 p.m.** and students are to be in their block 6 classroom desk when this bell rings.

The dismissal bell rings at **2:43 p.m.**

## **Lates**

Students arriving after the 8:17 a.m. bell shall report to the office where their late will be recorded, and they will be directed to their class.

## **After School Hours**

Students are expected to vacate the school building within 10 minutes after dismissal. Once extra-curricular activities resume, students may remain after school with parental permissions and under teacher supervision. Academic Support is also available to ALL students in our Flex Room from 2:45 – 3:45. With parental permission, students can work on missed/incomplete assignments and/or receive additional support in all subject areas.

## **Fitness Room**

Information regarding access to our on site Fitness Room will be made available in September 2021.

## **Personal Electronic Device Policy (Cell Phones, Tablets, Personal Computers)**

Definition of a Personal Owned Device (POD): For the purposes of this protocol personal electronic devices include the following types of items. Cell phones, Blackberry devices, iPod's, iPhones, MP3 players, Tablets, Gaming devices, and any other similar device.

After a thorough review by staff of our Personally Owned Devices (POD) Policy and weighing the pros and cons, we have come to the unanimous conclusion that utilizing them in our classrooms is too much of a distraction. All students are aware that cellphones are not to be used in classrooms or between classes in school.

Students may use phones before school starts, at lunch time, and after school. Every student will receive a Chromebooks or HP Laptop which they can use when needed throughout the entire school day.

All students should have a manual calculator for Math and, if they do not have one, we will provide them with one. We believe this is a positive move for focused learning with less distraction. If phones are being used during class time, staff will be responsible to send them to the office. After the first and second infraction, the student has the phone returned at the end of the day. After the third infraction, it will be returned to a parent or guardian only, and after repeated infractions there would be an individualized plan between the school and the parents.

Our students need to know that this is not a punishment, but a step in providing a better learning environment, without distraction, so that they may realize their learning potential.

We also ask that if parents need to contact their child during the school day, they do not text their child directly rather contact the main office. Whether an emergency or non-emergency call school staff will inform the student and provide an opportunity for them to contact home.

A person bringing a personal electronic device to school assumes all responsibility for that device. The school is not responsible for lost, stolen or damaged devices. In the event of an issue with a device, the issue will be reported to the office staff immediately and the incident shall be recorded. In the event a student's behavior contributed to the issue, consequences are at the discretion of the administration.

## **Student Dress Standard**

School is your professional place for learning and students are expected to dress accordingly. School is a workplace and the clothing choices must reflect a work environment.

Therefore, we ask that the following clothing not be worn to school:

- Clothing with abusive or suggestive language or symbolism
- Clothing that exposes the mid-section or any undergarments
- Any top that does not cover the shoulders or is low cut

Discussions with staff, parents and students will commence in fall of 2021 to establish a fair dress standard.

## **Water Bottles and Snack**

Students are strongly encouraged to bring a water bottle to school every day. There are 2 bottle filling stations available in the school and although our regular water fountains are operational, they are intended for bottle filling only. **Students are not to drink from water fountains at this time.**

**A snack break will be provided, and a prepackaged snack will be available from 9:53 to 10:00.** Prepackaged snacks will be made available and brought to homeroom classes by specified staff.

## **Fire and Lock Down Drills and Alarms**

Students and staff will practice fire drills and lock down drill procedures at different times during the year. To ensure the safety of everyone in the building, these drills are treated seriously as we strive for a quick and safe response to any threatening situation. Our response to crisis situations is outlined in our Crisis Management Plan located in each classroom and in the General Office. According to the plan, in the event of a serious crisis, information will be posted on the school website [www.stnicholas.ecsd.net](http://www.stnicholas.ecsd.net).

**In the event of a lock down, parents should NOT enter or try to contact the school or their child. If the school is in a lock down situation all legitimate visitors in the building when the lockdown begins, will also be locked down.**

## **Bus Transportation**

If your child requires yellow or ETS bus transportation the bus passes are available at the office on the last 2 and the first 4 days of every month. **To ensure that your child is registered with transportation for yellow bus services please contact the school at 780-474-3713 as soon as possible.** It is recommended that parents pay online through their PowerSchool account or provide 10 post-dated cheques made payable to St. Nicholas School for bus passes for the year.

Bus drivers are responsible for all students on the bus and are responsible for the safety and welfare of these students. Specific details pertaining to seating plans and safety protocols are available on the ECSD Entry Plan and can be accessed through Transportation Services. As changes arise specific to transportation protocols students/parents will be notified immediately.

## **Medications**

All medical conditions, including allergies, must be made known to the staff in the office at the start of each school year. Students requiring staff assistance with the use of prescription medication must follow the following procedures:

Permission forms must be completed by the parent and a copy must be kept in the student file in the office. Doctor's instructions for the administration of the medication must also be forwarded to the school.

All medications approved to be administered at school are stored in a locked space at the main office and students must not keep medications with them during the school day.

## **Student Injury**

All injuries of a serious nature must be reported to the supervising teacher, the office, and the parents. Accident reports are completed by the supervising teacher and are kept in the student file in the office. In the event of a serious injury, the parent and EMS will be notified.

## **Physical Impairment**

It is required that parents notify the Principal in writing if their child is suffering from some form of physical impairment. If a student's condition requires exemption from some or all Physical Education classes, the parent is required to contact the school.

This applies for short-term and long-term exemptions. In the event of a long-term exemption from Physical Education class, a note from a family doctor is also required. In either occurrence, the goal of physical education is to be active. Therefore, students MUST participate to the best of their ability.

## **Career and Technology Foundations (CTF) – Thursday Mornings**

The CTF Program of Studies developed by Alberta Education, is based on 14 learning outcomes that identify what students are expected to learn and what will be assessed. These outcomes are the same for grades 7 to 9.

The CTF curriculum honours student diversity and promotes the meaningful and authentic exploration of various occupational areas. CTF is a mandatory program for all junior high students in Alberta.

### **CTF Learning Outcomes:**

CTF is exploring interests, passions and skills while making personal connections to career possibilities.

- I explore my interests and passions while making personal connections to career possibilities
- I use occupational area skills, knowledge, and technologies
- I follow safety requirements associated with occupational areas and related technologies
- I demonstrate environmental stewardship associated with occupational areas

CTF is planning, creating, appraising, and communicating in response to challenges.

- I plan in response to challenges
- I make decisions in response to challenges
- I adapt to change and unexpected events
- I solve problems in response to challenges
- I create products, performances, or services in response to challenges
- I appraise the skills, knowledge and technologies used to respond to challenges
- I communicate my learning

CTF is working independently and with others while exploring careers and technology.

- I determine how my actions affect learning
- I develop skills that support effective relationships
- I collaborate to achieve common goals

<b>Communication</b>
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**For General Information**

Parents are welcome to call the school during office hours (8:30am – 4:00pm) for all inquiries. Also, please visit our school website regularly for updates, newsletters, and the calendar of events.

[www.stnicholas.ecsd.net](http://www.stnicholas.ecsd.net)

**For PowerSchool Access:**

<https://powerschool.ecsd.net/>

PowerSchool gives you access to your child’s school records and fee accounts. This will allow you to check marks and absences, e-mail classroom teachers and pay school fees online. PowerSchool follows your student through Elementary, Junior High and High School and is an excellent system for parents to keep in touch with their child’s learning. All students are very familiar with PowerSchool and know how to access their accounts, but you must sign in as a parent to see everything. **Please sign up as soon as possible on any internet accessible device.**