



St. Nicholas Catholic Junior High School

Academy of Fine Arts, Science & Soccer

Student Code of Conduct

3643 – 115th Avenue,
Edmonton, Alberta T5W
0V1 Phone: 780.474.3713
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. Kyle O'Hara
Principal
kyle.ohara@ecsd.net

Mrs. Cathy Pagliuso
Assistant Principal
caterina.pagliuso-stagliano@ecsd.net

Our School

Statement of Purpose / Expectations of Students from the Education 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 will 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 Code of Conduct 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.

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 nonverbally 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, 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. 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 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, *Growing in Faith, Growing in Christ*, follows the liturgical year, respecting all the different seasons. Every season has its own theological emphasis, guiding students through the story of salvation.

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

Student Services

The student services available to all students aim to help individual students to get to know themselves better and prepare them for a future where they can, with utmost ease, make their talents and aptitudes better known and valued. The student services 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) and full time Psychologist. They will be working with individual students and small-groups and will assist our classroom staff in developing strategies for students geared towards tackling challenges they face in their school life. Our FSLW and Psychologist 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 safe learning environment through classroom presentations, building positive relationships, and distribution of educational resource materials. Working cooperatively 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 St. Nicholas. 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 2024 and June 2025**). Hard copies 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

Student/Parent/Teacher conferences may be requested by either parents or teachers at any time during the school year. This school year there will be two Demonstration of Learning opportunities that will take place on November 28th and March 6th. This will give parents/guardians the opportunity to meet with all their child's teachers to review and discuss their child's academic progress.

Parents/Guardians are encouraged to check Powerschool regularly to keep up-to-date with their child's progress.

Academic Honours Awards

Students achieving Honours (80% - 89%) 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 in some cases do not include some 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, 2024. Soccer and Science Academy deposits are due on September 3, 2024 with regular installments paid throughout the year. Families also have the option of paying school fees starting September 15, 2024.

Textbook Use

Students are 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 each block. 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 every block to place their device in a charging station.

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 assignments, tests, and/or homework, they may be held back from participating in field trips, option courses (including Academies), and other school-based activities. If your child is absent from school, it is the student's responsibility to ask their teachers what they have missed in order to stay up-to-date with their classwork.

School Policies

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, if their child must leave school early for any particular reason.

Attendance

Students are expected to be at school on time. Parents are to contact the school at (780)-474-3713 should your child be absent or late. Parents will be made aware through an automated phone system if their child is absent from school. Students arriving late in the morning or afternoon **MUST enter through the main doors** and report to the main office to receive a late slip. The late slip will be given to the class teacher.

All students are expected to be in class on time to ensure that student learning is not being disrupted. If there is any reason as to why your child might be late for class, please notify the office.

St Nicholas Catholic Junior High Bell Schedule

8:17-9:10	Prayer, Announcements, Attendance Block 1
9:12-9:59	Block 2
10:01-10:48	Block 3
10:52-11:39	Block 4
11:41-12:28	Block 5
12:28-12:44 12:44-1:02	Lunch Lunch Activities / Outside Recess
1:06-1:54	Block 6
1:56-2:44	Block 7

<u>THURSDAY</u>	
8:17-10:02	CTF 1
10:04-11:48	CTF 2

Morning Bells

The first bell in the morning is at **8:12 a.m.** and all students are expected to enter the school through the main entrance except the WIN Jr. students will use the southwest entrance.

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 **12:28 p.m** and all students will eat lunch in the gym. At **12:44 p.m.** students will have an outdoor lunch/activity break. The first bell after lunch rings at **1:02 p.m.** where students are to go to their locker and prepare themselves for their afternoon classes. The class commencement bell rings at **1:06 p.m.** and students are to be in their block 6 classroom desk when this bell rings. The dismissal bell rings at **2:44 p.m.**

Lates

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

After School Hours

Students are expected to leave the school building within 10 minutes after dismissal. If your child is involved in extracurricular activities, students may remain after school with parental permissions and under teacher supervision.

Personal Electronic Device Policy and Social Media Use

Recently, due to Alberta Education's announcement to limit distractions in classrooms across the province there has been new restrictions placed on the use of social media and personal devices in schools.

A personal mobile device is any device that can be used to communicate with or access the internet and includes:

- Cellphones
- Tablets
- Laptops
- Smartwatches

Students will also be required to keep their headphones, airpods etc. in their locker.

General Restrictions

- No Use of Personal Mobile Devices During Instructional Time

Students will not be allowed to use personal mobile devices during instructional time unless directed by school staff for learning purposes.

- Devices Must Be Silent or Powered Off and Stored Away

If students bring personal mobile devices to school, they must be kept silent or turned off and stored in their locker.

- Students who choose to bring personal mobile devices to school do so at their own risk. The security and storage of these devices is the sole responsibility of the student.

- **No Access to Social Media**

Students will not be able to access social media on school networks or school devices. Known social media sites will continue to be blocked from Division networks.

Exceptions

Students who require personal mobile devices for health reasons or specialized learning needs can coordinate with school administration to receive appropriate accommodations. Exceptions will be made to ensure that these students have the necessary tools to support their well-being and educational requirements.

We believe this is a positive move towards a focused learning with less distraction. If phones are being used during class time, staff will be responsible to send the phone to the office. After the first and second infraction, the student will have the phone taken away and then 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 will 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 that they 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.

Students that choose to bring 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 school staff immediately. In the event a student's behavior contributed to the issue, consequences are at the discretion of the administration.

Students may use phones before school starts, at lunch time, and after school. Every student will be given access to a Chromebooks or HP Laptop which they can use for learning purposes when needed throughout the school day.

Student Dress Standard

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, welcoming, 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 welcoming, caring, respectful, safe, and Catholic learning environment that respects diversity and fosters a sense of belonging.

Regarding the following standards all under garments must not be visible or exposed and must be covered with opaque fabric and remain so during all activities over the course of the school day.

Students at St Nicholas Catholic Junior High School must wear:

- A shirt or the equivalent (tops) with fabric in the front, back, and sides under the arms that comfortably covers all undergarments and has adequate shoulder coverage specifically with the coverage of under garments. The top must also cover the mid-section within one inch of their pants (bottoms).
- Pants or the equivalent (bottoms) that comfortably covers all undergarments and the entire buttocks.
- Shoes that allow for comfort, safety, and active participation in school activities**

**Courses or activities such as the following may require specific attire for safety or curriculum purposes: CTF, Phys Ed, Science Labs, Foods Classes, Field trips, etc.

Students at St Nicholas Catholic Junior High School may wear, if they are in alignment with this standard's philosophy:

- T-shirts, sweatshirts, sweaters, athletic wear, tank tops so long as these garments comply with the standards outlined in this document, specifically with the coverage of under garments and appropriate coverage of the chest area, mid section, and buttocks.
 - Jeans, leggings, sweatpants, skirts, dresses, shorts so long as these garments comply with the standards outlined in this document, specifically with the coverage of under garments and full coverage of the buttocks.
 - Headwear and/or scarves that are specifically required for religious observance (e.g., hijab, yarmulke, turban) or for medical reasons in consultation with the principal
 - **Headwear and/or scarves so long as eyes and faces are clearly visible to staff for identification purposes and ears are not covered so that students can clearly hear classroom instructions and engage in the classroom discussion and the learning environment. Headwear and/or scarves can be worn if it does not interfere with the line of sight of any other students or staff.
- ** Non-religious headwear must be removed during prayer, liturgical celebrations, tests/exams, and other times where they may pose a safety/hygiene risk (i.e., Foods Lab, Science Lab, etc.)
- Clothing with logos or text on it that is positive in nature, respectful, or implies or encourages a healthy lifestyle/choice for all.

While participating in school activities (on-site and offsite) students at St Nicholas Catholic Junior High School 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, text, symbols, or images that depict or imply hate, violence, profanity, drugs/drug use, alcohol/alcohol use, sexual activity, or criminal activity.

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. Care will be taken to avoid “shaming” or statements of bias.
- 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.
- Where possible, students should not be required to wear school owned replacement garments or required to wear specific garments as a disciplinary measure.

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 are operational and intended for bottle filling and drinking. All students will receive a small snack during their Block 3 (10:01-10:41) class on Monday, Tuesday, Wednesday and Friday.

Fire and Lock Down Drills

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 and information will be sent home through email or text.

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 lockdown situation all visitors in the building must follow lockdown protocol.

Bus Transportation

If your child requires ETS bus transportation the ARC card is available at the office. The bus pass must be purchased online through Powerschool, 24 to 48 hours before the beginning of each month in order to be activated. If the ARC card is lost, it will cost \$8 to replace the card. This can be done through Powerschool as well.

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 on file. In the event of a serious injury, the parent and EMS will be notified.

Physical Impairment

It is required that parents notify the principal or teacher if their child is suffering from a physical impairment. If a student's condition requires exemption from some or all Physical Education classes, the parent is required to contact the school. The goal of Physical Education is to be active. Therefore, students will 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

Communication

For General Information

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

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.**