



ST. NICHOLAS CATHOLIC JUNIOR HIGH SCHOOL

3643 – 115 Avenue

Edmonton, Alberta, T5W 0V1

Ph: 780.474.3713

stnicholas.ecsd.net | stnicholas@ecsd.net

MESSAGE FROM SCHOOL ADMINISTRATION

Welcome to St. Nicholas Catholic Junior High School. This handbook has been developed to provide students and families with information about our philosophy, programs, policies, procedures, and the practices that guide the daily operation of our school. We hope it serves as a helpful reference throughout the school year and answers many of the questions that may arise. Should you require further information or clarification, please contact the school office at **780-474-3713**.

Whether you are joining our school community for the first time or returning for another year, we encourage you to become actively involved in school life. At St. Nicholas, we are committed to providing a quality Catholic education within a caring, faith-filled environment where students are challenged to grow academically, socially, emotionally, and spiritually.

We believe that educating a child is a shared responsibility. Providing a quality Catholic education is achieved through continuous cooperation between home, school, and parish, grounded in mutual respect, open communication, and active participation. By working together, we create meaningful learning experiences that support the development and success of every student.

Thank you for entrusting us with your child's education. We look forward to your continued interest, support, and involvement as we work in partnership to ensure a positive, rewarding, and memorable junior high experience for all students.

Blessings,

Ms. Diane Lefebvre
Principal
Diane.Lefebvre@ecsd.net

Mrs. Kerri-Lynne O'Connell
Assistant Principal
Kerri-Lynne.OConnell@ecsd.net



TABLE OF CONTENTS

About St. Nicholas School	4
Our Mission	4
Our Vision.....	4
Our Motto	4
Our School Logo	4
Our Namesake.....	4
Catholic Identity	4
Hours of Operation	4
Communication.....	5
Communication with Staff	5
PowerSchool Parent Portal	5
Faith Formation	6
School Masses and Liturgical Celebrations	6
Religious Education	6
Academic Programming	6
Alberta Curriculum	6
Core Courses	6
Complementary Courses	7
Career and Technology Foundations (CTF) Thursdays	7
Assessment and Reporting	7
Student Evaluation.....	7
Progress Reports	7
Coursework Expectations.....	8
Academic Integrity	8
Provincial Achievement Tests	9
Academic Honours Criteria	9
Student Services and Supports	9
Daily Expectations and Procedures	10
Attendance Policy	10
Vacation Leave	10
Bell Schedule	10
Closed Campus	11
Device Policy	11
Field Trips.....	11
Internet Use.....	12



Locks and Lockers	12
Lunch	12
Social Media	12
Student Attire	13
Student Phone Access	13
Water bottle and Snack	13
Valuables	13
Student Life	13
Athletics	13
Awards	14
Fitness Room	14
Morning Breakfast Program	14
Health and Safety	14
Emergency Procedures	14
Inclement Weather	14
Medications	15
Physical Education Participation and Medical Exemptions	15
Student Injuries	15
Fees and Financial Information	15
Course/Academy Fees	15
ETS Bus Pass	16
Student Resources	16
Technology	16
Textbooks and Learning Resources	16
Google Classrooms	16
Student Conduct and Expectations	17
Statement of Purpose	17
General Expectations	17



ABOUT ST. NICHOLAS SCHOOL

OUR MISSION

We are committed to supporting the development of full learner potential and maintain an environment which: nurtures growth of individuals, encourages respect for others and models self-respect, justice and compassion.

OUR VISION

St. Nicholas Jr. High School is a Christ-centered and culturally diverse community that inspires lifelong learning, excellence in academics, and growth in mind, body, and spirit through critical thinking, creativity, global citizenship, and social justice.

OUR MOTTO

Dignity, Respect, and Service

OUR SCHOOL LOGO



Our school is the "HOME OF THE KNIGHTS." The logo represents pride and strength, and we pledge, with God's help, to promote and maintain an environment which: nurtures growth of individuals, encourages respect for others, and models self-respect, justice and compassion.

OUR NAMESAKE

St. Nicholas

Our school is named after St. Nicholas the bishop of Myra who lived in the Fourth Century AD.

St. Nicholas is venerated and honored for holiness and glory. Histories of his life agree that he suffered imprisonment. St. Nicholas was a Christian priest, who later became a bishop. He was a rich person, and traveled the country helping people, giving gifts of money and other presents. St. Nicholas did not like to be seen when he gave away presents, so the children of the day were told to go to sleep quickly or he would not come! Nothing has changed and Santa Claus will not arrive this Christmas unless the children go to sleep early.

A famous story about St. Nicholas, is about a poor man who had no money to give to his three daughters on their wedding day. St Nick dropped bags of gold into the stockings which the girls had left to dry by the fire. The sisters found the gold and ever since, children have hung up stockings on Christmas Eve hoping that they will be filled with presents by Christmas morning.

He is the patron saint of sailors and children.

His feast day is celebrated on December 6

CATHOLIC IDENTITY

Edmonton Catholic Schools is committed to offering a Christ-centred learning experience for all learners. Our **mission** is to provide a Catholic education that inspires students to learn and that prepares them to live fully and to serve God in one another. Guided by our moral compass, students and staff will engage individually and collaboratively in serving the common good today while being good stewards for tomorrow.

HOURS OF OPERATION

The school office is open Monday to Friday from **8:00 a.m. to 3:30 p.m.** Parents may contact the school by phone or email. All visitors must report to the office and sign in.

St. Nicholas Catholic Junior High School | 3643 – 115 Avenue, Edmonton, Alberta, T5W 0V1
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COMMUNICATION

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 children. At the end of each month, an update is sent out, via email, with important information about events and important events for the upcoming month. Please ensure that you are receiving these updates by having your primary email in PowerSchool. Our update is sent to parents and guardians via email.

Parent/student and teacher conferences (Demonstration of Learning) will be scheduled throughout the year (November and March), but we encourage parents/guardians not to wait if they feel a need to meet with their child's teacher or the administration. Together we will help all students achieve their personal academic best.

As per [Administrative Procedure 152](#); **if a concern or a problem arises, parents/guardians are directed to first discuss it with the specific staff member as soon as possible**. If the issue does not get resolved, it may be brought to the administration. We encourage this protocol to be followed when dealing with any staff member.

We will pursue paperless communication system whereby e-mail is used as often as possible. Using parent e-mail addresses, we regularly correspond with parents & guardians by sending notices of special events and updates. We encourage all parents to use this form of correspondence as it is efficient and timely, ensuring that all school communications are readily available.

COMMUNICATION WITH STAFF

To ensure student safety, privacy, and professional boundaries, all school-related communication with staff regarding assignments, learning support, academic progress, or school questions must take place through approved school platforms such as **ECSD email, Google Classroom, or Microsoft Teams**.

When communicating by email, students and parents/guardians must use the staff member's **ECSD-issued email address**. Communication with staff through personal email accounts, personal phone numbers, text messages, social media platforms, or other non-school communication channels is not permitted.

Using approved school communication platforms helps ensure appropriate records are maintained and promotes a safe, professional, and respectful learning environment for all members of the school community.

POWERSCHOOL PARENT PORTAL

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

Through PowerSchool, parents can:

- Monitor academic progress and assessment results.
- View attendance records.
- Access report cards and school information.
- Pay school fees online.

PowerSchool follows students throughout their educational journey in Edmonton Catholic Schools, from elementary through high school. Parents and guardians are encouraged to regularly access their PowerSchool account to stay informed and engaged in their child's learning. If you require assistance accessing your Parent PowerSchool account, please contact the office.



FAITH FORMATION

SCHOOL MASSES AND LITURGICAL CELEBRATIONS

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.

During the school year, we hold several religious celebrations to observe the liturgical year. The major celebrations typically include:

- School Opening
- Thanksgiving
- Remembrance Day
- Advent
- Ash Wednesday
- Easter
- School Closing
- Grade 9 Farewell

In addition to these major celebrations, religion teachers will be having their own “in-class” religious activities throughout the year. The parish priest visits individual classes throughout the school year.

RELIGIOUS EDUCATION

Primary Resource - [Growing in Faith, Growing in Christ](#)

Through religious instruction, students are invited to develop the knowledge, beliefs, skills, values, and attitudes needed to build a relationship with God and the community through the person of Jesus Christ.

GRADE 7	Building a foundation in Catholic beliefs, sacraments, morality, Church identity, social justice, and prayer.
GRADE 8	Deepening understanding of the Holy Spirit, Trinity, Church, conscience, leadership, mission, and personal prayer life.
GRADE 9	Connecting Scripture, discipleship, morality, relationships, prayer, and Catholic identity to real-life issues and contemporary culture.

ACADEMIC PROGRAMMING

ALBERTA CURRICULUM

[Alberta Education](#) 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 COURSES

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

Beginning in the 2026-27 school year, St. Nicholas will pilot Alberta Education’s new curriculum in [Mathematics](#), [Social Studies](#), [Physical Education and Wellness \(PEW\)](#), and [Career Education and Financial Literacy \(CEFL\)](#). This pilot will support high-quality instruction while providing feedback to Alberta Education during implementation.



COMPLEMENTARY COURSES

Students have the opportunity to explore a variety of complementary courses that support creativity, practical skills, wellness, and career exploration. Course offerings may include:

Fine/Performing Arts

- Art
- Drama
- Instrumental Music

Career and Technology Foundations

- Communication Technology (Gr 7)
- Film Studies
- Foods
- Recreation Leadership

Course offerings may vary based on student interest, enrollment, staffing, and scheduling.

CAREER AND TECHNOLOGY FOUNDATIONS (CTF) THURSDAYS

As part of Alberta Education's **Career and Technology Foundations (CTF)** program, students will participate in **CTF Thursdays**, where they will spend two blocks each Thursday exploring courses aligned with their interests, strengths, and potential career pathways.

CTF courses provide hands-on learning opportunities that help students develop skills in problem-solving, collaboration, creativity, technology, and career awareness. Students will select their courses at the beginning of **September** and again in **February**, and courses will run on a semester basis.

Once course selections are finalized, CTF courses will appear in **PowerSchool**. As a mandatory component of the Alberta junior high curriculum, students will be assessed on their achievement of the CTF learning outcomes, which focus on exploring interests, responding to challenges, developing practical skills, and working effectively with others.

ASSESSMENT AND REPORTING

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.

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 REPORTS

Academic progress can be tracked on a regular basis through [PowerSchool](#) and **Progress Reports** will be available online two times a year through PowerSchool, at the end of each semester.

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.



Demonstration of Learning (Parent-teacher conferences) are scheduled twice each year to support student learning and progress. Parents or teachers may also request a conference at any time during the school year as needed.

Semester 1: September to January 29

Demonstration of Learning/Interviews: November 26, 2026

Semester 2: February 1 – June

Demonstration of Learning/Interviews: March 11, 2027

COURSEWORK EXPECTATIONS

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, being held back from participating in field trips, option courses (including Academies), and other school-based activities. In addition, for assignments their mark will be calculated as not handed in (NHI) in PowerSchool.

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.

ACADEMIC INTEGRITY

Academic integrity is an essential part of learning at St. Nicholas School. Students are expected to complete their own work, demonstrate integrity in all academic tasks, and take pride in producing original work that reflects their own understanding and effort.

Academic dishonesty includes, but is not limited to:

Plagiarism: Presenting another person's ideas, words, or work as one's own.

Collusion: Assisting another student in academic dishonesty, including allowing work to be copied or submitted by someone else.

Duplication of Work: Submitting the same work for multiple assignments or assessment tasks without teacher approval.

Unauthorized Use of Artificial Intelligence (AI): Using AI tools or software to generate, complete, or substantially assist with assignments, projects, or assessments without the explicit permission of the teacher.



Any Other Form of Academic Misconduct: Any action that provides an unfair academic advantage or compromises the integrity of the learning or assessment process.

When academic dishonesty is identified, parents/guardians will be notified, and the incident may be recorded in the student's school record. Consequences will be determined by the teacher and/or administration and may include one or more of the following:

- The assignment or assessment may receive a mark of zero.
- The student may be required to **redo the assignment in its entirety**.
- Loss of privileges related to the course, activity, or assessment.
- Suspension or other school-based disciplinary consequences.
- Exclusion from extracurricular activities where appropriate.

Students are encouraged to seek assistance from their teacher whenever they need support. Learning with honesty and integrity is an important part of developing responsibility, accountability, and strong character.

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/>

ACADEMIC HONOURS CRITERIA

Honours and Honours with Distinction will be determined 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 having their name displayed in the hallway on our Honour Board. A student will be recognized as achieving Honours if they meet the following criteria:

HONOURS (80 – 90%)

1. Achieving an 80% average or higher in their core subjects (Math, Science, Social Studies, Language Arts, and Religion).
2. All grades above 65% in other subjects.
3. All Levels of Achievement Proficient Standard (PS) or higher in option courses.

HONOURS WITH DISTINCTION (90% OR HIGHER)

1. Achieving an 90% average or higher in their core subjects (Math, Science, Social Studies, Language Arts, and Religion).
2. All grades above 65% in other subjects.
3. All Levels of Achievement Proficient Standard (PS) or higher in option courses.

STUDENT SERVICES AND SUPPORTS

Student Support Services are available to support the academic, social, emotional, and personal growth of all students. Our team works collaboratively with students, families, and teachers to help students build self-awareness, develop positive relationships, overcome challenges, and achieve success both in and out of the classroom.

FAMILY SCHOOL LIAISON WORKER (FSLW)

Supports students' social, emotional, and academic well-being by working with students, families, and staff to build positive relationships, address challenges, and promote student success.

MENTAL HEALTH THERAPIST

Funded through the ISSP Grant, provides student mental health supports and promotes overall well-being through individual support, prevention initiatives, and education focused on mental health and physical literacy.

EMOTIONAL BEHAVIORAL THERAPIST

Supports students with emotional and behavioral needs by providing targeted interventions, developing skill-building plans, and working collaboratively with staff and families to promote student success.



BRAIDED JOURNEYS PROGRAM

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.

SCHOOL RESOURCE OFFICER (SRO)

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.

Student support will vary each year depending on specific needs of the school and students.

DAILY EXPECTATIONS AND PROCEDURES

ATTENDANCE POLICY

Consistent attendance is key to a good education. Students are expected to be at school and on time for all classes unless a valid reason, either written, phoned in, or email, is provided. Parents are to contact the school at (780)-474-3713 if your child will be absent or late. Report a student absence by:

1. Calling 780.474.3713 (messages may be left on the answering machine through the night or early morning)
2. Report the absence through Safe Arrival via PowerSchool
3. Email 8223web@ecsd.net

If a student is absent, parents are asked to call the school before 9:00 a.m. An automated phone call will be made for any **unexcused attendance**. It is the responsibility of the student to seek out, and complete all missed work, assignments and/or exams.

LATE ARRIVALS

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

EARLY CHECK OUT

Students who need to leave school prior to the end of the school day must have parental permission and sign out at the office prior to leaving the school.

VACATION LEAVE

Parents/guardians planning a vacation during the school year must complete a vacation form, available at the office. Family vacations taken during scheduled instructional time are considered parent-directed absences.

Students may access learning materials posted in Google Classroom during their absence; however, teachers are not required to prepare advance lessons, provide alternative assessments, or reteach missed outcomes. Any assessments missed during the absence will be recorded as **Unable to Assess** on the student's summary report, with a notation indicating the student was on vacation.

As instruction and assessment are ongoing, teachers will continue with new learning while the student is away. Once the assessment period for specific outcomes has passed, those outcomes may not be reassessed upon the student's return. Families should carefully consider the potential impact of extended absences on student learning and achievement.

BELL SCHEDULE

School doors open at 8:00 AM, and the first bell rings at 8:12 AM and must in their first block at 8:17 AM.

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Regular Days (M, T, W, F)

8:00 AM	Front door open to students
8:12 AM	First Bell
8:17 AM	Prayer and Broadcast in Block 1
8:17 – 9:10 AM	Block 1
9:12 – 9:59 AM	Block 2
10:01 – 10:48 AM	Block 3
10:48 – 10:52	Locker & Nutrition Break
10:52 – 11:39 AM	Block 4
11:41 AM – 12:28 PM	Block 5
12:28 – 12:46 PM	Lunch
12:46 – 1:02 PM	Activities/Outdoor Break
1:06 – 1:53 PM	Block 6
1:55 – 2:42 PM	Block 7

Early Dismissal Thursday

8:00 AM	Front door open to students
8:12 AM	First Bell
8:17 AM	Prayer and Broadcast in Block 1
8:17 – 10:07 AM	CTF 1
10:09 – 11:59 AM	CTF 2

Students must leave by 3:00 PM unless they are part of a school team or club.

CLOSED CAMPUS

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.

DEVICE POLICY

St. Nicholas School has a **restricted personal device policy**. Personal devices, including cell phones, tablets, smartwatches, air pods, and other wearable tech, must be powered off and stored in student lockers during instructional time. Students may access their devices during the lunch period only.

First Incident – addressed by supervising staff, contact home by supervising teacher, logged in PowerSchool, and device brought to office.

Second Incident – addressed by supervising staff, contact home by supervising teacher, logged in PowerSchool, and device brought to office.

Third Incident - Device is given to an administrator. The administrator will contact the parents. Students will be required to leave their device at home or check it into the office each morning for a period of time as determined by administration.

Repeated Offences – suspension of student as per [Student Code of Conduct](#).

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.

Students who require a device for medical or specialized learning needs may receive accommodations through school administration.

Parents needing to contact their child during the school day should do so through the school office.

FIELD TRIPS

Throughout the school year, teachers may organize field trips that enhance classroom learning by providing educational experiences beyond the school setting. Information about each field trip, including the purpose, destination, schedule, and cost, will be emailed directly to parents/guardians.



A parent permission form will be sent home for each field trip and must be completed, signed, and returned by the specified deadline. Students will not be permitted to attend a field trip without a signed parent/guardian permission form. Students who do not return a signed permission form will remain at school and be assigned to an alternate classroom with learning activities to complete during the trip.

The school's personal device policy remains in effect during all field trips, including transportation to and from the event, unless otherwise directed by school staff.

INTERNET USE

Students will be expected to exhibit responsible use of all forms of technology. Student use of the internet is always supervised. If any student uses technology or the internet at the school that contravenes our user agreement, they will be removed from our network.

LOCKS AND LOCKERS

Each student is assigned **one hall locker and one school-issued lock** for the school year. For security purposes, **only school-issued locks may be used on student lockers**. Personal locks brought from home are not permitted and will be removed.

Students are expected to keep their lockers clean, organized, and secure at all times. Lock combinations should not be shared with other students.

Gym lockers are available for use during Physical Education classes only. Students may store their belongings in a gym locker during class; however, all items must be removed at the end of each Physical Education period. Students should not leave personal belongings in the gym change room between classes or overnight.

LUNCH

Students are encouraged to bring a nutritious lunch from home each day, along with a refillable water bottle. A student concession is available for those wishing to purchase lunch or snacks; however, because the concession is open for a limited time, bringing a lunch from home is strongly recommended. The concession is open during the **first half of the lunch period** and is **cash only**. Pizza is available on Wednesdays, along with a variety of other food and snack items offered throughout the week.

Students will eat their lunch in the gymnasium for the first 15 minutes of the lunch break under staff supervision. Microwaves and hot water are available for student use during lunch. Students are expected to demonstrate appropriate manners, clean up after themselves, and help keep the eating area tidy.

Following lunch, students will exit directly to the school field for the outdoor lunch break. Students must remain in designated supervision areas on the school field and are not permitted to return to the hallways or enter the building without permission from a supervising teacher. Students are also not permitted on the north or east sides of the school building.

Students may not leave school property during lunch without permission. Leaving school grounds without authorization may result in disciplinary consequences, including suspension.

SOCIAL MEDIA

Students are not permitted to access social media on school devices or school networks. Social media sites are blocked on Division networks and may not be accessed during the school day.

Students are also prohibited from creating, posting, sharing, or accessing content on social media while at school, including recording, photographing, or filming themselves or others for the purpose of posting content online at a later time. Students



must respect the privacy and dignity of others and may not publish images, videos, or information involving members of the school community without permission.

Violations of this policy may result in disciplinary consequences, including suspension.

STUDENT ATTIRE

Please review the [Standards of Student Dress](#) on our website. The Policy indicated that students should dress in a manner that is comfortable to them, while still following the guidelines.

Any clothing, jewelry, decals or slogans that may be found offensive are not acceptable.

PHYSICAL EDUCATION CLASSES - All junior high students are expected to change from street clothing to PE appropriate clothing and footwear. PE clothing is separate from everyday clothing. This clothing needs to be laundered regularly. Students are encouraged to bring a **small gym or sling bag** to store their Physical Education clothing and indoor shoes in their hall locker when not in use.

BACKPACKS, BAGS, PACKS, PURSES, ETC. - Students are expected to keep all backpacks, bags, packs, purses etc., in their locker during the day. Exceptions can be made for medical purposes, in consultation with the office.

STUDENT PHONE ACCESS

Near the office, this phone is a courtesy phone with a time limit of one (1) minute per call. Students may only use this phone before or after school and at lunch. This phone is not to be used at all during class times, or in between classes without permission.

WATER BOTTLE AND SNACK

Students are strongly encouraged to bring a refillable water bottle to school each day. Bottle filling stations are available throughout the school and are intended for filling water bottles only. Students should not drink directly from these stations.

A daily nutrition break is scheduled between **Blocks 3 and 4**. During Block 3, snack bins containing fruit, cheese, and nut-free granola bars be available to students. Students are also encouraged to bring a healthy snack from home to support their learning and well-being throughout the day.

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 LIFE

ATHLETICS

All students, including those in grade seven, are given the opportunity to try out for teams at St. Nicholas. Sports are an integral part of life at St. Nick's. Among the many activities include:

- Badminton
- Basketball
- Cross Country Running
- Track and Field
- Volleyball



Additionally, we have a fully equipped fitness center that allows all students to gain the knowledge and skills for lifelong physical fitness.

AWARDS

St. Nicholas has an extensive awards program designed to motivate and reward students who have shown exemplary skills and attitudes. The award categories are in academic achievement, athletics and citizenship. At the end of the school year, students are celebrated for their successes at our annual Awards Evening.

FITNESS ROOM

The fitness room is available to students **before and after school** and is open only during scheduled times with a supervisor.

- Students may only use the fitness room when a supervising staff member is present.
- The fitness room is not open to students during instructional time unless authorized by staff or for Rec Leadership.
- Students are expected to use all equipment safely, responsibly, and as directed.
- Food, drinks (other than water), and inappropriate behavior are not permitted in the fitness room.
- Any misuse of equipment or unsafe conduct may result in loss of fitness room privileges.
- **Outdoor shoes are not permitted in the fitness room.** Students and staff must wear clean, non-marking indoor athletic footwear to help maintain a safe and clean environment.

MORNING BREAKFAST PROGRAM

Through our Nutrition Grant Program, St. Nicholas School is pleased to offer a light breakfast for students each morning. Breakfast is available **from 7:50 a.m. to 8:10 a.m. in the Foods Room.**

The program is intended to support student well-being and learning by ensuring students have access to a nutritious start to their day. Students are expected to clean up after themselves and follow school expectations while participating in the program.

HEALTH AND SAFETY

EMERGENCY PROCEDURES

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](#).

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

INCLEMENT WEATHER

The outdoor lunch break is an important part of the school day, providing students with fresh air, physical activity, social interaction, and a break from classroom learning. Students are expected to participate in the outdoor lunch break and should come to school dressed appropriately for weather conditions.

Students will remain indoors during the break when:

- The temperature is **-20°C or colder, including wind chill**, in accordance with Division guidelines.
- The **Air Quality Health Index (AQHI) is 7 or higher.**



- Weather conditions, such as heavy rain, thunderstorms, or other unsafe outdoor conditions, make outdoor activity unsuitable.

Parents/guardians are asked to ensure their child is dressed appropriately for seasonal weather throughout the school year.

MEDICATIONS

All medical conditions, including allergies, must be made known to the staff in the office at the start of each school year. If a student is required to take medication during school hours, the following must be provided:

- A completed and signed medication authorization form on file in the school office.
- Written instructions from a physician outlining the medication, dosage, and administration requirements.

All approved medications will be stored securely in the main office and administered according to the authorized medical plan. Students are not permitted to carry medication during the school day unless it is required for their immediate safety (such as an EpiPen or asthma inhaler) according to the medical form.

PHYSICAL EDUCATION PARTICIPATION AND MEDICAL EXEMPTIONS

Parents/guardians must notify the principal, in writing, if their child has a medical condition, injury, or physical limitation that may affect participation in Physical Education classes.

Requests for exemption from Physical Education, whether short-term or long-term, must be communicated to the school. Long-term exemptions require documentation from a physician outlining the nature of the limitation and any activity restrictions.

Physical education is designed to promote active, healthy lifestyles and is a requirement of the Alberta Curriculum. Whenever possible, students are expected to participate to the best of their abilities and may be provided with modified activities or alternative learning opportunities based on their medical needs.

STUDENT INJURIES

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. In extreme cases we will call an ambulance if the situation calls for it.

FEES AND FINANCIAL INFORMATION

COURSE/ACADEMY FEES

Some complementary courses and academy programs require additional fees to cover program materials, specialized programming, facilities, and operational costs. Fee amounts vary by program and do not include the cost of optional field trips. All course and academy fees will be posted in PowerSchool.

If Academy fees (Soccer, Fine Arts, Science) are unpaid, your child may be removed from Academy participation until fees are paid in full. Regular school fees are due on September 29, 2026. Academy deposits are due on September 2, 2026, 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.

School and program fees are set according to the [School Fee Schedule](#). Families experiencing financial hardship are encouraged to contact the school to discuss available supports.



ETS BUS PASS

Students who ride the ETS must purchase their ARC card through PowerSchool. The ARC card can be reloaded each month through PowerSchool, please note, it takes 24 hours to load.

Bus Pass	2026-2027 Fees
ARC ETS Bus Pass	\$60.00 / month (subject to change)
ARC Card replacement	\$6.00

STUDENT RESOURCES

TECHNOLOGY

Each classroom is equipped with a Chromebook cart for student learning. Students are expected to use school devices responsibly and in accordance with the Student Responsible Use Agreement. Students are responsible for the care of their assigned device and must report any damage or technical issues to their teacher immediately. Devices must be returned to the designated charging cart at the end of each day. Any intentional damage, misuse, or repair costs resulting from negligence will be the responsibility of the parent/guardian.

Each year the [Responsible Use Agreement](#) is signed by parents with the registration form. Students must follow and abide by this agreement. Failure to do so may lead to suspension from technology and/or school.

TEXTBOOKS AND LEARNING RESOURCES

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.

GOOGLE CLASSROOMS

Students can access information regarding their learning via Google classrooms. All of our teachers maintain a Google classroom where students can hand in work and review content. Parents are provided access to these classrooms through a teacher invite.



STUDENT CONDUCT AND EXPECTATIONS

Our [Student Code of Conduct Policy](#) is located on our school website. This policy strives to foster a safe, caring, and respectful learning environment.

STATEMENT OF PURPOSE

At St. Nicholas Catholic Junior High School, we are committed to nurturing a learning environment rooted in faith, love, and hope. Students are expected to conduct themselves in a manner that safeguards and contributes to a safe and caring environment that fosters and maintains respectful and responsible behaviours. Every member of our school community shares responsibility for treating others with dignity, kindness, and respect, while recognizing the value and unique gifts of each individual. Together, we strive to build a strong sense of community where all students feel supported, valued, and encouraged to grow in their learning and faith.

GENERAL EXPECTATIONS

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 St. Nicholas 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.

Expectations of students and school policies are outlined at the beginning of the school year and are regularly reviewed with students.

Families are expected to review the [Student Code of Conduct](#) annually with their child. The Code of Conduct outlines the responsibilities and expectations for students, staff, and parents/guardians in creating a caring, safe, and respectful learning environment. It also identifies the supports, interventions, and consequences that may be implemented when expectations are not met. Working together to understand and uphold these expectations helps foster a strong school community and supports student success.

