

# St. Nicholas School Handbook



***St. Nicholas Catholic School***

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## **GREATER SASKATOON CATHOLIC SCHOOLS MISSION STATEMENT**

Greater Saskatoon Catholic Schools: a welcoming community where we nurture faith, encourage excellence in learning and inspire students to serve others, making the world a better place.

“We love because He first loved us”

1 John 4:19

### **ST. NICHOLAS CATHOLIC SCHOOL**

#### ***Mission***

St. Nicholas Catholic School is a place where all are welcome, positive relationships are developed, and our faith is put into action.

We are a learning community where we all strive to become the best version of ourselves in Christ, towards a new tomorrow.

#### ***Vision***

Everyone in our school belongs and has a purpose. All are inspired to learn and be the Light of Christ.

“Be the Light” – Matthew 5:14

## **SCHOOL CODE OF CONDUCT**

**We pray for peace and harmony, work toward a common vision, and build a safe, caring, and respectful school community.**

### **Beliefs**

- We believe it is important to respect others, our environment and ourselves.
- We believe it is important to be physically, emotionally, and spiritually safe.
- We believe it is important to help one another to become the best we can be by including, encouraging, and supporting one another.
- We believe it is important to work hard and develop our God given talents and abilities.

### **Expectations**

Students, staff, parents and guardians of St. Nicholas Catholic School Community have the right to feel emotionally, socially, physically, intellectually, and spiritually safe. In order to achieve a safe, caring, positive and respectful school environment, we have the following expectations:

#### **For Students**

- As Jesus taught us, treat others as we wish to be treated.
- To attend school regularly and follow the expectations of the school.
- To work to the best of their abilities by participating in class, completing assignments and respecting others' right to learn.
- Respecting others' safety, well-being and property by not intimidating others, hurting others emotionally, socially, intellectually, physically, or damaging property.
- To be accountable for their actions by accepting consequences that are *reasonable, related and respectful*.

#### **For Staff**

- To provide a safe, positive, and respectful learning environment.
- To involve students in developing classroom expectations with *reasonable, related and respectful* consequences.
- To model, teach and reinforce appropriate behavior that reflects our Christian faith.
- To work and cooperate with parents and guardians to resolve concerns regarding their child(ren).

#### **For Parents/Guardians**

- To participate in creating a safe, positive learning environment at our school.
- To support their child(ren) in regular and punctual attendance.
- To work and cooperate with the staff to resolve concerns regarding their child(ren).
- To be familiar with the School Code of Conduct and discuss it with their child(ren).
- Support their children's faith journey in partnership with the School and the Church.

## GENERAL SCHOOL INFORMATION

### School Hours

<u>AM</u>		<u>PM</u>	
8:20	School Doors Open	11:57- 12:17	Lunch
8:35	Warning bell	12:17	Warning bell
8:40	Classes Begin	12:20	Classes Begin
8:40 – 10:10	Classes	12:20 – 1:50	Classes
10:10 – 10:25	Recess	1:50 – 2:05	Recess
10:25 – 11:40	Classes	2:05 – 3:05	Classes
11:40 – 11:57	Lunch Recess	3:05	Students Dismissed
		3:13	School Bus Departs

### School Attendance -Edsby

Use Edsby to report an absence. You can easily submit an absence for your child using your smartphone and the Edsby app (available from [Google Play](#) or the [Apple App Store](#)), or [login to the Edsby website](#) on a computer. For more information, please access the following video - [Submitting a Planned Absence for Your Child](#)

### Newsletters

At St. Nicholas School, newsletters can be viewed by families through Edsby every third Wednesday of the month.

### Supervision Before and After School

The doors to the school open at 8:20 am daily. Students should not arrive at school before 8:10 am since supervision is not provided before this time. When the students arrive, they should directly enter and remain in the school. At the 3:05 pm dismissal, students should exit the building and head to the bus (if they qualify for bus transportation) or walk directly home. If you need to drop your child off earlier than 8:20 am or you need to pick them up after 3:05 pm, please access the Before and After School program. <https://www.bgcsaskatoon.com/programs/before-after-school-programs>

### Before and After School Program

At St. Nicholas we have a Before & After School program that is run by **The Boys and Girls Club of Saskatoon**. It is a drop-in program where families pay an hourly fee for the time they used. **The Before School program runs from 7:15 am to 8:40 am. The After School program runs from 3:10 pm to 6:00 pm. Both programs run Monday to Friday in the community area between the public and separate schools.** To register your child for the program or for more information, please contact them at 306-659-7760, or the Boys & Girls Club directly 306-665-1450. <https://www.bgcsaskatoon.com/programs/before-after-school-programs>

### **Noon Lunch**

Those students who stay for lunch will be supervised and they must follow the expectations that we have set for them. If these expectations are not followed, the parents will be notified, and the students will forfeit this privilege for a time. Students are encouraged to go home for lunch if possible. There is a small fee for students who stay for lunch to offset supervision costs. The cost-recovery fee applies to kindergarten through Grade 8 students in elementary schools in Saskatoon who stay at school for lunch. The fee will be \$7 per month per student. Half-time kindergarten students will pay \$3.50 per month. Fees will be capped at \$14 per month per family. Families have the option to make one payment for the school year or set-up monthly installments. Payments are made through [www.myschoolbucks.ca](http://www.myschoolbucks.ca)

### **Allergy Alert**

is committed to providing a safe and positive environment for all students, parents and staff. In order to meet this objective, we have designated ourselves "An Allergy Alert Environment". Several students attending our school have extremely serious, life-threatening allergies to various nuts and nut by-products, as well as eggs, milk, food dye, colognes, perfumes and animals.

- Please avoid sending nuts or nut by-products to school.
- Please be aware that the residue from nuts or nut by-products may also trigger severe allergic reactions.
- Please refrain from wearing perfumed products while at school.
- Please refrain from bringing pets to school unless it is for a special occasion such as 'Show and Tell', and it has been cleared with the classroom teacher ahead of time.
- We appreciate your awareness and sensitivity to these issues.

**Thank you for your anticipated cooperation and consideration of these students, parents and staff.**

### **Outdoor Recess**

Students are expected to go outside at recesses and lunch break. Please be sure your child comes to school dressed appropriately. If weather is inclement or very cold (-26 or colder with the wind chill) students will remain in classrooms.

### **Bus Transportation**

Transportation is provided for those families who reside in the designated areas. If you do qualify, you must apply for transportation (forms can be picked up at the office) and be contacted by the bus driver before your children can access the bus. The bus map can be found on the school website. Bus transportation is cancelled for our buses when the temperature with the wind chill is -45 or colder at 7:00 am. If you're not sure about a cancellation, you can call the First Student Bus hotline at 306-343-3300. **You can also subscribe for email updates from First Student at <https://saskatoon.firststudentinc.com/Cancellations.aspx>**. If you subscribe for the First Student update, you should receive an email that the bus is running late. When it is very cold out and the bus not arrived, students should return home.

### **Reporting Student Progress**

There are three reporting periods in Greater Saskatoon Catholic Schools. They are in the following months: November, March and June. Students set learning goals each term, collect pieces of their work for their portfolios, reflect on their work regularly, determine whether or not they are achieving their goals, and share the information with caregivers and teachers at three-way conferences.

Portfolios are sent home prior to the conferences for the students to share with their parents. Goals are then finalized at the conference and the Progress Reports are sent home the following week. This results in an increased focus upon the conference as a celebration of learning where future goals are set. The resulting Progress Report then becomes a summary of the student progress made thus far. As a result, the comment section of the Progress Report contains a list of future goals that were finalized at the conference. This is an extremely important part of the learning process. We encourage all parents/ guardians to be actively involved.

### **Dress Code**

Over the past few years, the more prescriptive aspects of a dress code have evolved into something closer to a case-by-case examination of “appropriate dress guidelines.” As such, we offer the following guidelines to outline our beliefs:

- That we can rely on the good judgement of parents and caregivers to determine the clothing children should wear to school.
- That how we dress affects our attitude and behavior. Students and staff are encouraged to dress for success in their roles as learners and professionals in a Catholic education setting.
- That weather, activity, age and many different variables cause great variation in what can be deemed reasonable and respectful.
- That clothing with vulgar language or themes of racism, sexism, drug, alcohol and tobacco will not be allowed.
- That students have the clothing necessary to participate in school activities and outdoor recesses.
- If a student’s clothing choice is questionable, a conversation will ensue and the student may be asked to change their attire.

### **Bicycles/Scooters/Skateboards**

To minimize risk to others, students are required to exercise caution when riding their bikes and scooters to and from school. Students will walk their bike or scooter on the school tarmac near the school building as well as by the primary entrance. Bicycles and scooters should be locked up to the bike racks. Skateboards can be placed under the stairs across from the boot room. Riding bikes, scooters, and skateboards at recess is not permitted. Students are to stay off bikes and bike racks during recess.

### **Extra-Curricular Activities**

Our primary objective is to provide each and every student the opportunity to participate in activities where the emphasis is on having fun, developing sportsmanship, improving physical fitness, promoting leadership and learning specific skills. Participation in interschool sports will depend on the number of students interested and the availability and expertise of staff to coach. Parents are asked to assist in transporting students to and from games/events.

### **Field Trips**

Field trips are an experiential method of learning and are used to extend and enhance learning or complement the physical education program, therefore all students are expected to participate. Parents/ guardians are always invited to help with field trips. You will always be informed about excursions, and you may have to complete a permission slip for your child depending upon the activity. If you would like to volunteer or chaperone in the classroom or on a field trip a criminal record check will be required.

### **Communicable Diseases**

Communicable diseases can spread rapidly through a classroom. To control the spread of these diseases, children who have a fever, diarrhea, or rashes should not attend school until they are well and/ or have been treated by a doctor. Children who have been in contact with a communicable disease should be kept home at the first sign of illness. Children with the following should be treated before returning to school: Lice, Scabies, Ringworm, Impetigo, Strep Throat, Scarlet Fever, and Eye Infections. Children with the following diseases may not return to school until parents have contacted Disease Control at 306-655-4612 to discuss a return date: measles, mumps, and rubella.

### **Immunizations**

The Public Health Nurse will perform immunizations with parents written consent and will receive referrals from parents/guardians and/or school personnel regarding any health concerns. She will function as a consultant in the area of health promotion. The Public Health Nurse welcomes the opportunity to assist the classroom teacher in providing health education.

### **School Counsellor/Social Worker**

Counselling services are available to all students. If teachers recognize the need to refer a student, we will contact the parents before continuing with this service. As well, parents may request counselling for their children, and students may refer themselves.

### **Family Life Instruction**

The Family Life Program, FULLY ALIVE, was implemented in 1994 for all students from grades one to eight. It is approved by the Bishops of Canada. Parents may receive a family book upon request, which can be used to complement the program at home.

### **Student Possessions**

Parents please make sure that your children's supplies, equipment and clothing are clearly labeled. This will help cut down the amount of lost and found items. **We also request that students do not bring valuable items to school as the school does not carry insurance for those items. (i.e. I-Pods, I-pads, Cell Phones etc.)**

### **Medication Policy**

If your child requires medication to be administered by the school, please come to the school for further information. There are special policies which govern the administration of medications. We require parental and medical authorization for prescription medications. We are not allowed to administer any non-prescription medications such as Tylenol, Advil, etc.

### **Hot Lunches – Online Ordering**

We typically have a number of hot lunch days throughout the year through Healthy Hunger online ordering service. All orders and payments can be completed through the Healthy Hunger website @ <http://www.healthyhunger.ca> . There, you will see all of our hot lunches listed for the school year. Simply follow the directions to create an account and place your order(s). Healthy Hunger accepts Visa, MasterCard and Interact (debit). Late orders are not accepted.

### **Catholic Community Council**

Our Catholic School Community Council is an important link between home, community and our

school. Everyone is welcome to attend Parent Council Meetings. They will be on the first Thursday of every month at 8:00 pm. The meetings are in the large meeting room right inside the main doors of the school.

### **Caregiver Concerns – Communication Protocol for Caregivers**

We believe that communication is the cornerstone of building a healthy and happy school community. If you have a classroom level concern, please contact your son/daughter's teacher directly. If the concern continues to be unresolved, please feel free to contact the Principal. For general school level concerns, you can also contact the Principal.

### **School Cleanliness**

Outdoor footwear is to be taken off when entering the school. Students are expected to dispose of their trash in the garbage cans provided.

### **Fire Drills/ Lockdowns and Evacuations**

St. Nicholas takes every precaution to ensure student safety in case of emergency. We provide several fire drills and lockdown practices throughout the year. Students are required to always wear footwear.

