

# St. Nicholas School Handbook



***St. Nicholas Catholic School***

530 Manek Road, Saskatoon, SK S7W 0W3

(306) 659-7960

St.Nicholas@gscs.ca

## **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	12:00- 12:25	Lunch
8:35	Warning bell	12:20	Warning bell
8:40	Classes Begin	12:25	Classes Begin
8:40 – 10:10	Classes	12:25 – 1:55	Classes
10:10 – 10:25	Recess	1:55 – 2:10	Recess
10:25 – 11:40	Classes	2:10 – 3:10	Classes
11:40 – 12:00	Lunch Recess	3:10	Students Dismissed
		3:20	School Bus Departs

### School Attendance

At St. Nicholas School, the SafeArrival attendance system is used to report student absences. As always, one of our greatest priorities is ensuring that all our students arrive safely to school and are accounted for. Regular attendance is necessary for both academic and social success. With SafeArrival, you are asked to report your child's absence in advance using any of these 3 convenient methods:

1. Using your mobile device, download and install the **SchoolMessenger app** from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.com>). The first time you use the app, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
2. Use the SafeArrival website, <https://go.schoolmessenger.com>. The first time you use the website, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
3. Call the toll-free number **1-844-425-7221** to report an absence using the automated phone system.

These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time.

### Newsletters

At St. Nicholas School, newsletters are emailed to the families through our School Messenger Broadcast system once a month. If an email address has not been provided to the school, the youngest member of the family will receive a paper copy. The newsletter can also be accessed online at: <http://www.gscs.sk.ca/studentsandfamilies/schools/NIC>

### Supervision Before and After School

The doors to the school open at 8:20 am daily. Students should not arrive at school before 8:20 am since supervision is not provided before this time. When the students arrive, they should directly enter and remain in the school. At the 3:10 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 3:10 pm, please access the Before and After School program.

### **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 3:20 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.

### **Noon Lunch**

Staying for lunch is a privilege. 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.

### **Allergy Alert**

We have students with life threatening peanut/nut allergies. The degree of sensitivity to peanuts/nuts varies greatly. For some children, an allergy to peanuts/nuts can be life-threatening. For the safety of our children, we ask that you refrain from sending peanuts/ nuts or food containing peanuts/nuts. We also have students with Asthma, and we discourage the use of strong scented perfumes, cologne or hygiene products. **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 (-25 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.

### **Anti-Bullying**

Bullying is unacceptable. We the parents, staff, and students of St. Nicholas Catholic School, will not tolerate bullying. Guided by gospel values, bullying will be dealt with in a serious, fair and timely manner to ensure that all students will experience a safe, positive, and respectful learning environment. Please see the website for the complete Anti-Bullying Policy.

### **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 parents/ guardians 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**

- Students are asked to dress respectfully to mirror the Christian values that permeate our school.
- As a sign of courtesy, everyone is expected to take off their cap, hat or toque when they enter the school.
- T-shirts with lettering or logos should display positive messages. Reference to alcohol, tobacco, drugs or obscene designs or words will not be allowed.
- Skirts and shorts should be modest and appropriate for activities that students participate in during the day.
- Mesh, halter, tube, strapless, and spaghetti strap tops are not allowed.
- All undergarments for boys and girls must be concealed.
- Midriffs must be covered, including when arms are raised.

### **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. Skate boards can be placed under the stairs across from the boot room. Riding bikes, scooters, and skate boards 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.

### **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.

### **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 2 hot lunch days/month and we use the 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.

### **Parental Concerns – Communication Protocol for Parents**

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.

