

St. James Collegiate

1900 Portage Avenue

Winnipeg, Manitoba

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Phone No. (204) 888-4867 Fax No. (204) 889-0830

School Blog: www.sjcnewsfeed.blogspot.ca



Dear Students and Parents/Guardians;

Summer 2017

Welcome to St. James Collegiate! The administration and staff are looking forward to a successful 2017-2018 school year with your son/daughter. The information in this letter is intended to inform you of the opening day procedures and school policies that will assist in your student's academic success.

Our main means of communication with parents and sharing school activities/events is by means of our:

- SJCI website <http://www.sjasd.ca/school/stjames>
- SJCI Blog <http://sjcnewsfeed.blogspot.ca>
- SJCI online calendar <http://sjcnewsfeed.blogspot.ca/p/calendar.html>
- SJCI Instagram stjamescollegiate
- SJCI Twitter @sjcnewsfeed

Fee Payments:

For the second year, St. James Collegiate will be offering the convenience of **Online Payments** to parents/guardians. You will be required to pay all fees, (depending on your requests) including hockey fees on-line.

You can access the on-line payment program **Wednesday, August 23, 2017** to pay for student fees, yearbook, and cap and gown (*Grade 12 only). There is no service charge for the use of the Online Cash program.

Please Register Online:

Step 1: Please go to the site:

<https://sjsd.schoolcashionline.com>

Step 2: Register by selecting the "Get Started Now" and follow the steps

Step 3: After you receive the confirmation email, please select the 'Click here' option, login and add each of your children to the household account

Step 4: Print or take a photo of the receipt of your fees paid and bring the receipt to the school to receive your fall Timetable. Students will not receive their timetable until student fees are paid.

Please Note: if you have any questions during the registration process or while on-line please select the *GET HELP* option in the top right hand area of the screen.

Grade 12 -Graduating Students:

- Student fees **with yearbook*** are **\$81.00**, this includes the \$30.00 fee for Cap and Gown and \$26.00 for a yearbook.
- Student fees **without yearbook*** are **\$55.00**, this includes the \$30.00 fee for Cap and Gown.

Grades 9 – 11:

- Student fees **with yearbook*** are **\$51.00**, this includes \$26.00 for a yearbook.
- Student fees **without yearbook*** are **\$25.00**.

Timetable Pick up:

**Timetable pick up will take place from Tuesday, August 29th until Thursday, August 31st
Please bring your printed or photo receipt of fees paid with you.**

August 29th, 30th & 31st 8:30 – 11:30 a.m. & 1:00 – 3:00 p.m.

Timetable Changes:

Many courses and options may be full, therefore, limited timetable changes are available. Appointment times for a course change may be made at the time of timetable pick up. Changes will be considered for students with subject failures, prerequisite course needs, or a program change. The last day for course changes is on Friday, September 15, 2017.

Changes will be made by appointment only on:

August 29th – 31st 8:30 a.m. – 12:00 p.m. & 1:00 – 3:30 p.m.

First Day of School:

Wednesday, September 6th, Day 2, is the first day of school.

This is a regular school day and attendance will be taken. Please bring a binder, paper and a pen.

- 10:00-11:45 a.m. – **Grade 9 and new students ONLY** will report to the school by 10:00 a.m. Students will spend the morning with their homeroom/T.A.P. teacher. Students will be able to locate their homeroom/T.A.P. teacher by checking the lists posted at any of the main entrances.
- 11:45-12:30 p.m. – Grade 9 and new students' BBQ (free hot dog and drink)
- 1:11 – 3:30 p.m. – **ALL** students, Grade 9-12, will report to their first period, day 2 class as per their timetable.
- **Thursday, September 7th – all students will follow the regular Day 3 schedule**

The regular **school hours** are 8:30 a.m. – 12:03 p.m. and 1:11 p.m. – 3:30 p.m. *Every Tuesday, during the months of October-May, school will begin at 9:00 a.m.

The cafeteria will be open daily from 8:00 a.m. until 1:00 p.m.

Calendar Dates:

September 5 th	Inservice Day, No Classes
September 6 th , Day 2	School starts at 10:00 a.m. for Grade 9 and new students, 1:11 p.m. all students
September 7, Day 3	Regular school day for all students
September 15th	Last day for timetable changes
September 19 th	Staff meeting, early dismissal at 2:40 p.m.
September 21st	Lifetouch Picture Day (*Re-takes November 3rd)
September 25 th	5:00 p.m. Meet the Teacher 6:30 p.m. Parent Advisory Meeting (Room 100)
October 3 rd	Staff meeting, early dismissal at 2:40 p.m.
October 6th	Grade 9 Jimmie Midnigher
October 9 th	Thanksgiving Day, No Classes
October 12 th	Fall Awards 7:00 p.m.
October 20 th	Provincial Inservice, No school
November 1 st	Manitoba Take Your Kids to Work Day (Grade 9 students only)
November 3 rd	Photo Re-Takes
November 7 th	Staff meeting, early dismissal at 2:40 p.m.
November 10 th	Inservice Day, No Classes
November 17 th	Report Cards Go Home

November 21st Staff meeting, early dismissal at 2:40 p.m.
November 23rd Triad Conferences 5:00-7:00 p.m.
November 24th Inservice Day, No Classes

Supply Lists

There are no supply lists for high school students. Binder, loose leaf paper, pens, pencils and ruler are the standard requirements. Teachers will inform students if any additional supplies are needed.

Reporting Absences

A parent should phone the school anytime their child will be absent from class for any reason (other than field trip) in order for the absence to be excused. The absence will not be considered excused if parent contact is not made within 24 hours of the absence. In the case of a school field trip, the teacher in charge will notify the attendance secretary of the absences to be excused and the secretary will record the absence as field trip status.

*Messages before 8:00 am may be left on our general office voice mail (204-888-4867).

Any changes to phone numbers or address should be reported to the office as soon as possible, to allow us to be able to contact someone in case of an emergency.

Extended Holidays During the School Year

If you are planning holidays during the school year, please contact the school administration if you have any questions regarding school policy. Students must complete an Extended Absence Form from the office, prior to the absence, if they will be away more than three days. In addition, students who will be absent must see each subject teacher personally to make arrangements for completing all required coursework.

Bring Your Own Device School Policy (*please see the school website for the complete school policy)

BYOD is a privilege and not a right and is intended to enhance the curriculum where appropriate. The use of a personal device is not to be a distraction in any way to teachers or students. Personal devices must not disrupt class in any way and are at the discretion of the classroom teacher as to whether they are allowed out in the classroom during the school day.

Rationale:

- We recognize the benefits to learning that a BYOD program can have. It is the intention of this guideline to facilitate and support the use of devices in the classroom. As such, student use of a personally-owned device must support the instructional activities **currently** occurring in the classroom.
- The BYOD guideline falls under the division's internet acceptable use policy with which all students must agree to and comply.
- Students will be solely responsible for the correct care, security and safety of all personal devices when in school.
- Students shall not distribute or possess pictures, video or any other material relating to students or staff without consent. Distribution can be as small as emailing/texting to one person or as large as posting images or videos online.

Staff/PD Meetings

Please note, the 1st and 3rd Tuesday of each month will be staff meeting/PD days, resulting in early dismissal at 2:40 pm. Teachers also participate in a PD session every Tuesday morning from 8:30 a.m. – 9:00 am from October to May. Therefore, school starts at 9:00 am every Tuesday during these months.

If you have questions or require further information, do not hesitate to contact the school.

Have a great summer!

Ms. L. Steffler
Principal

