



ST. JAMES COLLEGIATE

CELEBRATING 75 YEARS

School Handbook
2026–2027





ST. JAMES COLLEGIATE INSTITUTE

Home of the Jimmies

WE VALUE...

Community

We contribute to a positive learning environment where all students feel safe, seen, and connected. We build meaningful relationships.

Diversity

We celebrate our unique identities, cultures, and perspectives. We actively work toward reconciliation.

Service

We aim to be kind, informed, and helpful. We support one another, our school, and our broader community by getting involved and using our strengths to make a difference.

These values guide how we live and learn together. They help us move toward Mino-Pimatisiwin – the good life.

WE COMMIT TO...

Creating a Safe & Healthy School

- Everyone deserves to feel safe, respected, and able to learn. That means using respectful language, dressing appropriately, staying sober, and treating ourselves, others, and our space with care and respect.
- Serious safety violations – such as being under the influence, carrying banned substances (including paraphernalia) or weapons, or causing harm – may result in removal from school and other consequences.

Being Present & Engaged

- Take ownership of your learning. Be here, on time, and ready to learn. Bring what you need, participate, and ask for help. Aim high!
- Use your phone in class only when your teacher allows it for learning purposes.

Everyone (students, staff, guests, and community members) in our school community shares the responsibility to uphold these values and commitments.

Welcome to St. James Collegiate!

This handbook provides students and parents/guardians with important information about school routines, expectations, services, and procedures. Additional information, including school calendars, staff contact information, divisional policies, and current announcements, can be found on our school website.

Best wishes for an excellent school year!

Mrs. R. Boyko
Principal

Mr. J. Sorokowski
Vice-Principal

Ms. C. Spafford
Vice-Principal

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Attendance

All absences must be reported using [SafeArrival School Messenger](#) system. Attendance is taken at the beginning of each class. The parents/guardians of absent students are contacted by an automated telephone message if students are marked absent and the absence hasn't been recorded in SafeArrival.

When students arrive late, they interrupt their own learning and disrupt the learning in progress. However, they should proceed to their class upon arrival. Teachers will update attendance before the end of the day. **Students are responsible for following up on learning and assignments missed due to lateness or absence.**

School attendance is required of school-aged children. Attendance means being present and being on time. Attendance of students is the responsibility of parent(s). The school will communicate with parent(s)/guardian(s) concerning non-attendance or late-coming students.

At the end of the day, students are expected to leave campus unless they are participating in an after-school activity.

Bell Schedule

Period	Regular School Day	Late Start Tuesday	Early Dismissal & Late Start Tuesday
1	8:30-9:40	9:00-10:00	9:00-10:00
2	9:45-10:50	10:05-11:00	10:05-11:00
3	10:55-12:00	11:05-12:00	11:05-12:00
4 (Lunch)	12:00-1:15	12:00-1:15	12:00-1:15
5	1:15-2:20	1:15-2:20	1:15-1:55
6	2:25-3:30	2:25-3:30	2:00-2:40

Please see the [Divisional School Day Calendar](#) for Early Dismissal dates. Late Start occurs every Tuesday except for the months of January and June.

Bicycles, Skateboards, and Scooters

Bicycles can be stored in the bike cage outside of George Waters Middle School. Invest in a high-quality lock for added security. **The school is not responsible for any damage, loss, or theft of bicycles, skateboards, scooters, e-scooters, and/or locks.**

Cell Phones & Electronic Devices

As announced by the Manitoba Government in 2024, all schools and school divisions have guidelines to limit cell phone use during school hours to help reduce distractions and support student learning.

Cell phones are not to be used during class time, but can be used during breaks and lunch, or for learning activities when directed by a teacher. Similarly, AirPods/earbuds and headphones must also be removed during class unless authorized by the teacher.

Students with specific educational or medical needs will have access to their cellphones if required, as identified in their Student-Specific Plans.

If students misuse their device, it will be sent to the office until the end of the day. School administration will remind the student about the expectations. On the second infraction, the school administration will contact the parent/guardian, and the device will remain in the office until the end of the day. For continued infractions, the device may need to stay at home or be checked in at the office for a set time.

Code of Conduct

The St. James-Assiniboia School Division is committed to ensuring that all schools provide safe, caring, inclusive, and culturally responsive learning environments where every student experiences dignity, belonging, and support for their learning and well-being.

Our Student Code of Conduct is outlined in [Policy JIC: Behaviour Intervention and Response](#), which aligns with Manitoba's Provincial Code of Conduct and relevant legislation, including The Public Schools Act and The Human Rights Code.

Policy JIC reflects a student-centered, strength-based approach that emphasizes:

- Proactive, whole-school practices that promote positive relationships and prevent harm
- Fair, consistent, and culturally responsive interventions
- Respect for human dignity in all responses to behaviour
- Professional judgment in determining appropriate supports and consequences
- Shared responsibility among students, families, staff, and the broader community

When concerns arise, schools prioritize restorative and supportive response strategies. Where necessary, appropriate interventions and disciplinary consequences may be implemented, taking into consideration the student's age, development, diverse needs, and the nature and severity of the behaviour.

Unacceptable behaviours:

- Bullying/cyberbullying behaviour
- Harassment/discrimination, on the basis of any characteristic set out in subsection 9(2) of *The Human Rights Code*
- Threats to others
- Theft
- Trafficking in drugs or sex
- Physical violence/aggression
- Sexual assault/aggression
- Hazing
- Gang activity
- Possession of a weapon, as defined in section 2 of *The Criminal Code* (Canada)
- Possession of or being under the influence of alcohol, cannabis, or an illicit drug
- Harmful use of the Internet and electronic communication including AI-generated content (e.g., audio, images, videos, or text), doxing, swatting, cyber flashing, sextortion
- Self or peer exploitation
- Threats and/or harm to self

Please review [Policy JIC: Student Code of Conduct – Behaviour Intervention and Response](#) for more information about behaviour interventions, response strategies, and consequences.

Communication with Families

Important school information and updates are shared with parent/guardians by email. Please contact our office to ensure your email addresses are current. We also regularly share reminders, celebrations, and school news through our Instagram account, which students and parents/guardians are encouraged to follow: <https://www.instagram.com/stjamescollegiate>.

Staff contact information is available on our [website](#).

Dress Code

Students are expected to respect the school community by dressing appropriately for the environment. Student attire should facilitate participation in learning as well as the health and safety of students and the staff that supervise them.

Students may not wear clothing and/or headwear with offensive images, languages, or themes relating to profanity, pornography/sexualized content, hate speech, drugs or alcohol, or items that reflect gang affiliation or promotion.

The primary responsibility for a student's attire rests with the student and their parent/guardian. The school is responsible for seeing that student attire does not interfere with the health or safety or contribute to a hostile or intimidating atmosphere for any student or staff member.

Emergency Drills

Students are required to practice fire drills, tornado drills, and lockdown drills during the school year. These practices help everyone know how to respond quickly and safely in an emergency. Students are expected to follow staff directions during all drills and actual emergencies. These drills are called at certain times by the school administration with or without warning.

Hallways

During class time, students should be in their scheduled classroom or another approved location. Students who need to leave class should follow their teacher's procedures. Students on a spare may leave campus or use the cafeteria, library, or designated seating areas. They may not roam the hallways.

Illness During the School Day

Students who become ill during the school day should report to the office so their parents/guardians can be contacted. Students should not leave school due to illness without first notifying the office.

Library

The library is open from 8 a.m. to 4 p.m. The library provides a wealth of informational materials as well as computers for internet access. The library is a quiet workspace. Students are expected to use the space respectfully and may be asked to leave if their behaviour interferes with others' ability to work.

Lockers

Lockers and combination locks are issued at the beginning of the year. Only school-provided locks may be used. It is highly recommended that students do not keep money or other valuable items in their lockers. Furthermore, valuables should never be left in the changerooms. Lockers remain the property of the school and may be accessed by school administration when necessary. **The school is not responsible for any lost, stolen, or damaged property.**

Lunch Time and Cafeteria

The lunch hour (12:00–1:15 p.m.) gives students the opportunity to eat, socialize, participate in the school's rich extracurricular life, and get extra help from teachers. Students are welcome to remain at school during lunch provided they follow school expectations. Students whose behaviour creates safety or supervision concerns may have their lunch arrangements reviewed by administration.

Students may bring their own lunch to eat in the cafeteria or may purchase food. The Sharks and Jimmies Cafeteria sells food from 10 a.m. to 2 p.m. The cafeteria is supervised over the lunch hour.

Courteous behaviour and cleanliness are expected at all times. Those who use the cafeteria are expected to clean up after themselves.

Smoking and Vaping

All St. James-Assiniboia School Division buildings and grounds are smoke-free in compliance with divisional policy, municipal by-laws, and provincial legislation. Smoking or vaping by any person is not permitted. Students who smoke or vape in the school or on school grounds will be referred to school administration. Responses may include confiscation of prohibited products or devices, parent/guardian contact, and disciplinary consequences, including suspension, where appropriate

Student Parking

Students may park their vehicles in the student parking lot behind the high school gym. To do so, a student parking pass must be purchased for \$25.00 and displayed at all times from the rear-view mirror or on the dashboard. Vehicles without parking passes may be towed at the owner's expense.

Student Safety, Child Protection, and Professional Boundaries

St. James-Assiniboia School Division is committed to providing safe, caring, and inclusive schools. [Policy GBEB](#) establishes expectations for appropriate interactions between students and adults working within the Division. Students who experience, witness, or become aware of conduct that may be inappropriate are encouraged to report concerns to a teacher, counsellor, principal, vice-principal, parent/caregiver, or another trusted adult. All concerns will be taken seriously and addressed appropriately.

The Division maintains [Policy GBEB: Code of Conduct for Child Protection](#) to support safe, respectful, and professional relationships between students and adults who work or volunteer in our schools. Parents and caregivers are encouraged to review the full policy on the Division website and report any concerns regarding student safety or professional boundaries to their school principal or the Superintendent's Office.

Student Services

Our Student Services team is available to support students with academic planning, course selection, personal or social concerns, post-secondary and career planning, and connections to additional school or community supports. Students may visit Student Services teachers directly or speak with a teacher or administrator for help connecting with the appropriate staff member.

Visitors

All visitors, including parents/guardians, are to report to the office upon entering the school.