



St. James Collegiate

1900 Portage Avenue

Winnipeg, Manitoba R3J0J1

Phone: (204) 888-4867 Fax: (204) 889-0830

www.sjasd.ca/school/stjames



Summer 2026

Dear St. James Collegiate Families and Students,

The purpose of this letter is to provide you with important information about the 2026-2027 school year including Fall, 2026 opening day procedures. Please read on and save a copy of it for future reference.

*Please be advised that some dates/events/information may be subject to change throughout the school year if needed.

Student Fee Payments:

St. James Collegiate offers the convenience of online payments to parents/guardians as well as the use of a credit card/interac debit machine at the school. You will be required to pay all fees at one time.

You can access the online payment program **on Monday, August 24** to pay for student fees, yearbook, cap and gown (*Grade 12 only) and various other fees, if applicable. There is no service charge for the use of the Online Cash program.

To use the Online SchoolCash program, you must register:

- Step 1: Please go to the site: <https://sjsd.schoolcashonline.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 then 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 Student Fees:

- Student fees **with yearbook*** are **\$103.00**, this includes the \$35.00 fee for Cap and Gown and \$35.00 for a yearbook.
- Student fees **without yearbook*** are **\$68.00**, this includes the \$35.00 fee for Cap and Gown.

Grades 9 – 11 Student Fees:

- Student fees **with yearbook*** are **\$68.00**, this includes \$35.00 for a yearbook.
- Student fees **without yearbook*** are **\$33.00**.

Student Parking Lot Fee - \$25.00

- If students wish to park in our student parking lot for 2026-2027, they will be required to pay \$25.00. Students will be assigned a designated spot in our student parking lot upon receipt of payment.

Student Athletic Fee - \$75.00

- Any student who plans to participate on one or more school athletic team this year will be subject to a one-time fee of **\$75.00**. This fee must be paid at the start of the team's season that they first participate in.
- Student athletic fees are a common practice of High Schools in our division and across the city. In most schools, a fee is assigned to the PER TEAM a student participates in.
- This one-time fee is meant to help cover costs of travel, MHSAA fees, tournaments, and uniform replacements.
- This fee will provide each athlete with a complimentary ticket to our annual Athletic Award's Breakfast at the end of June. This fee **does not** cover costs related to additional/optional team clothing items such as warm up shirts, hoodies, etc.

Student Timetable Pick Up:

Students are encouraged to pick up their timetables with homeroom information and school bus schedules on Tuesday, September 1 or Wednesday, September 2 anytime between 9:30 am and 3:30 pm. Student fees are to be paid prior to receiving timetables and can be by using cash online (please bring a printed receipt or a photo receipt of your paid student fees) or in person using a credit or debit card (must have physical cards).

When arriving, please enter the high school through the main entrance doors, facing Portage Avenue by the flagpoles. *Please do not enter through the George Waters Middle School main doors.

Once fees are paid, timetables can be picked up on a drop-in basis on September 1 or September 2 between 9:30 am – 12:00 pm and 1:00 pm – 3:30 pm.

Timetable/Course Change Requests:

Grade 9 Students: Most students received the majority of their optional course requests. In the event a request could not be satisfied, an alternate course was substituted in its place. Many courses and popular option courses are now full. Due to the extensive effort to fulfill individual course requests, timetable changes will not occur for grade 9 students.

Grade 10, 11 and 12 Students: Changes will be considered only for students with subject failures, prerequisite course needs, or a program change. Many course sections and popular options are full; therefore, limited timetable changes are available.

How to make a course change request: An online link will be shared to all families during the first week of September. This link will request your contact information as well as an explanation of the changes you are looking to make. Timetable changes will be considered and completed in the order in which they are received, and all correspondence will be conducted through email by our student services team. This form will begin accepting course change requests on September 1 at 8:00 am and will close on September 25 at 3:00 pm.

First Day(s) of School:

Wednesday, September 9, is the first day of school:

Grade 9's attend from 10:00 am – 11:30 am.

Grades 10, 11, and 12 attend from 1:15 pm – 3:30 pm.

Morning schedule for Grade 9's: 10:00 am - 11:30 am

- Orientation for all Grade 9 students. Students will report to the homerooms (indicated on their timetable) by 10:00 am
- When in homerooms, students will receive their locker information, locate their first semester classes, and meet all their first semester teachers.
- A grade group meeting will occur with the SJCI staff team.
- A welcome barbecue hosted by our student council will follow. Grade 9 students will be dismissed at 11:30 am, bused at 11:35 am.

Afternoon schedule for Grades 10, 11, and 12 Students: 1:15 pm - 3:30 pm

- All grades 10, 11, and 12 students are to report to their homeroom class as identified on their timetable at 1:15 pm.
- During this time, they will receive their lockers and information about the upcoming year.
- Grade group meetings will be scheduled for each grade with the SJCI staff team, and they will have a chance to connect with each of their first semester teachers.

Thursday, September 10 is the first full day of school for all students: 8:30 am – 3:30 pm

Student Support Staff Team:

If you would like to contact a support staff team member in September about your student, please take note of the following staff who are attached to each grade level.

Ms. D. Lough: demi.lough@sjasd.ca

Guidance Counsellor for Grades 10 and 12

Mr. J. Bodnar: jordan.bodnar@sjasd.ca

Guidance Counsellor for Grades 9 and 11

Ms. M. Anderson: melissa.anderson@sjasd.ca

Resource Teacher for Grades 9-12

Mr. C. Rivet: chris.rivet@sjasd.ca

Individualized Programming & Exceptional Needs Resource Teacher for grades 9-12

Ms. C. Spafford: christina.spafford@sjasd.ca

Vice Principal and Resource Teacher for grades 9-12, EAL, and ISP students

Supply Lists:

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

Extended Holidays and Family Vacations During the School Year:

Extended holidays during the school year are strongly discouraged as it is not in the best interest of a student to miss multiple hours/days of direct instruction from their teacher during their high school years. Final school based & provincial assessments will not be rescheduled for family vacations.

Cell Phones, Laptops, Tablets, Headphones Policy:

As directed by the Manitoba Provincial Government, devices can be brought to senior years schools but cannot be used in any of our classes unless permitted by the student's teacher. Cell phone pocket holders are in each of our classrooms and will be used to hold devices to reduce distraction and help our students remain focused. Students do not require a cell phone, laptop, or tablet to be successful in school and you are welcome to please call the school should you need to connect throughout the day. Further, should a disruption occur, that cannot be resolved in a reasonable manner with the teacher, devices will be kept in the school office until caregiver contact has been made.

Staff/PD Meetings:

Please note the first and third Tuesday of each month are our staff team meeting days, resulting in an early dismissal for our students at 2:40 pm. As well, *Late Start Tuesdays* will begin on September 15 and run all year except for January and June. Our school schedule times: can be found below:

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

Report Cards:

You will receive four report cards throughout the 2026-2027 school year. All report cards are emailed home to the email addresses provided on your student's registration. Our report card dates for the upcoming year are as follows:

November 20	Semester 1 / Midterm Report Card
February 12	Semester 1 / Final Report Card
April 23	Semester 2 / Midterm Report Card
June 30	Semester 2 / Final Report Card

School Communication with Families:

Our main means of communication and of sharing school activities and upcoming events is through the following:

- SJCI School Website <https://www.sjasd.ca/school/stjames>
- SJCI Online Calendar <https://www.sjasd.ca/school/stjames/Lists/Calendar>
- SJCI Instagram @stjamescollegiate & @jimmie_athletics
- Notes from the Office Emailed to caregivers as important information

If you have questions or require further information, please call the school. Our school office is closed for the summer and will reopen to the public on August 20.

Have a wonderful summer.

Sincerely,

Mrs. Roné Boyko

Principal

Mr. Jon Sorokowski

Vice Principal

Ms. Christina Spafford

Vice Principal

St. James-Assiniboia School Division
Great Schools For Growing and Learning