



HANDBOOK
SIR JOHN A. MACDONALD
HIGH SCHOOL

31 Scholars Road, Upper Tantallon, NS, B3Z 0C3

Phone: 826-3222 Fax: 826-3220 / Website <https://sjm.hrce.ca/>

Dear Students, Parents, and Families:

It is with great pleasure that the Administration Team welcomes you to Sir John A. Macdonald High School for the 2019 -2020 school year! We are extremely proud of the programs we offer our students, and we encourage students to make the most of their time with us. The SJA handbook was developed to help students and their families learn as much as possible about school policies and procedures.

At SJA, we believe that all students can learn. Our fundamental purpose is learning and number one goal is to improve student achievement in a learning environment that fosters respect for self and others. Therefore, we hold high expectations for all students and staff. At SJA, we expect all students to meet or exceed course outcomes in all of their subjects. We expect students to come to class prepared, to make learning their focus and always try their best. If students need support in meeting these expectations, we are here to help! Staff at SJA are dedicated to ensuring students receive the support they need to learn, whether it is support in a subject area, organizational skills, everyday support, advice on navigating life as a teenager and/or future work decisions, and continued life-long learning.

As a staff we also believe that students learn best when everyone is informed about the school's expectations and procedures. If staff, students and parents/guardians all work together, we will succeed in making SJA a school where students feel safe, take pride in their success, and feel confident in their abilities to learn and try new things.

I would also like to encourage parents and guardians to monitor their student progress by checking homework, asking them questions about their work, setting up and/or attending all meetings. In addition, all parents/student can check the **PowerSchool Student-Parent Portal**. This program offers both students and parents/guardians real-time access to students' grades, assignments, attendance, teacher comments and school bulletins through the internet using the student -parent portal website. We all have the same goal and, together, we can make learning an enjoyable process, motivating students to reach their maximum potential and creating endless opportunities.

Lastly, I would like to invite you to our up coming curriculum night on September 26, 2019 from 6:00 – 7:30. We ask that you bring your students schedule – we will run through block A, B, C and D in 15- minute sessions. This is an opportunity to meet your student's teachers and get an overview of their program and assessment strategies for each course. Further details and schedule to be up-dated on our website.

On behalf of our staff, we welcome all students to a new year and wish them the best in their learning and participation in all SJA offers. Our staff is committed to our students' learning and goes the extra mile to offer a variety of clubs, activities and sports teams for students to get involved. Go Flames!

Check out our school website at <https://sjm.hrce.ca/> for more information, daily announcements, events and more.

Ms. D Fitzgerald
Principal/Leader – Sir John A Macdonald



MISSION STATEMENT

Sir John A. Macdonald High School, as a community of learners, is committed to preparing all students to be responsible and productive members of a 21st century society. *We will achieve this in a caring and challenging environment in partnership with an active, informed community.*

OBJECTIVES

1. Our students, will upon completion of their high school program, leave Sir John A. with the knowledge, skills and confidence to make a successful transition beyond high school and continue as a life-long learner.
2. Our learners will demonstrate appreciation of others, our community, the environment and respect for themselves.
3. Our learners will achieve personal growth by becoming active participants in the school and the community.

STUDENT SUCCESS PLAN (SSP) SCHOOL IMPROVEMENT

The Planning for Improvement process is a continued effort to improve our school with a direct focus on improving student achievement through effective teaching and engaging students in learning. SJA is currently in year two of five with these goals. Our current goals are:

Goal 1: To improve student achievement in mathematics through formative assessment strategies

Goal 2: To improve student achievement in Literacy through formative assessment strategies

Goal 3: To improve student well-being both socially and academically

Please see our full report on our school website - <https://sjm.hrce.ca/>

IMPORTANT CONTACTS FOR STUDENTS AND FAMILIES

Position	Name
Principal	Ms. Darlene Fitzgerald (All Students: A-Z)
Vice Principals	Mr. Ryan Connors, Student surnames A-L Ms. Ruth Wilkins, Student surnames M-Z
Guidance Counsellors	Ms. Coreen Parsons, Guidance A-L Ms. Julie Mireault-Wiseman, Guidance M-Z
Office Assistants	Ms. Jane Aguinaga, Main Office Assistance Ms. Angela Light, Guidance Assistant
Student Government	Student Advisor – Ms. Stefanie Brisebois Co-President Ms. Olivia Boutilier Co-President Ms. Ingrid Helmke
All Staff	Please visit our website @ https://sjm.hrce.ca/staff-directory

CLASS SCHEDULE AND BELL TIMES

Class Schedule 2019-2020

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
9:10	First Bell	First Bell	First Bell	First Bell
9:15-10:30	A	D	B	C
10:35-11:50	B	C	A	D
11:50-12:35	LUNCH	LUNCH	LUNCH	LUNCH
12:40-1:55	C	A	D	B
2:00-3:15	D	B	C	A

Rotating Fridays 2019-2020

SEMESTER 1		SEMESTER 2	
Friday, September 6 th	Monday	Friday, February 7 th	Monday
Friday, September 13 th	Tuesday	Friday, February 14 th	Tuesday
Friday, September 20 th	Wednesday	Friday, February 21 st	Wednesday
Friday, September 27 th	In-service	Friday, February 28 th	Thursday
Friday, October 4 th	Thursday	Friday, March 6 th	Monday
Friday, October 11 th	Monday	Friday, March 13 th	Tuesday
Friday, October 18 th	Tuesday	Friday, March 27 th	Wednesday
Friday, October 25 th	PD Day	Friday, April 3 rd	Thursday
Friday, November 1 st	Wednesday	Friday, April 10 th	Holiday
Friday, November 8 th	Thursday	Friday, April 17 th	Monday
Friday, November 15 th	Monday	Friday, April 24 th	Tuesday
Friday, November 22 nd	Tuesday	Friday, May 1 st	Wednesday
Friday, November 29 th	Wednesday	Friday, May 8 th	Thursday
Friday, December 6 th	Thursday	Friday, May 15 th	Inservice
Friday, December 13 th	Monday	Friday, May 22 nd	Monday
Friday, December 20 th	Tuesday	Friday, May 29 th	Tuesday
Friday, January 10 th	Wednesday	Friday, June 5 th	Wednesday
Friday, January 17 th	Thursday	Friday, June 12 th	Thursday
Friday, January 24 th	Monday	Friday, June 19 th	Monday
Friday, January 31 st	Assessment Day	Friday, June 26 th	Tuesday

Reporting an Absence

Parents and guardians are asked to call the school **Attendance line - (902) 826-3222 Ext. #1** - to excuse an absence. If there is no call, the absence will be recorded as an unexcused absence. Students have seven (7) days following an unexcused absence (coded 'A') to have a parent/guardian call the attendance line to have the absence changed to Absence With Notification (coded 'AWN'). No changes will occur after this seven (7) day window.

Leaving School for Appointments

Students leaving school for appointments during the school day must have their parents/guardians call the school prior to leaving. Parents/Guardians should call the attendance line - (902) 826-3222 Ext. #1.

COURSE CHANGES

Due to the limitations of the schedule and enrolment numbers, course changes are not always possible. At times, however, it is in the best interest of the student to consider a course change. If a student wishes to request a course change, they must complete and submit a Course Change form (available in the Guidance Office) to their Guidance Counselor. It is important to note that no course changes will be considered after the deadline set at the beginning of each semester.

Course changes for Semester 1, will only be considered until **Friday, September 13, 2019.**

STUDENT FEES

All students must pay student fees and have a student I.D. card. An I.D. card is mandatory in order to sign out textbooks and to participate in extra-curricular activities. Extra-curricular activities include sports teams, clubs, dances, school trips and any other functions sponsored by the Student Council or the school.

Student Fees

Includes:

- **\$20 School Spirit Activities**
- **\$10 Co-Curricular Activities (League Fees, Provincial Championships, Registration for Non-Athletic Clubs, Musical)**
- **\$10 Student Recognition (Academic and Athletic Awards)**

Total Student fee: \$40.00

In case of families where there is more than one student in the school, fees will be reduced to \$40.00 per student to a maximum of \$80.00 per family.

Athletic/Arts Fees

Students who participate on sports teams and Arts Programs at Sir John A Macdonald are required to pay a fee to play or participate. Fees vary depending on the nature of the sport, the length of the season and/or the event. At the beginning of the season, the coach or program coordinator will work with the SJA Athletic Director and/or School Administration to prepare a budget. The cost per athlete or participant will be derived from the budget. Students are required to pay the fee in full prior to the start of the season or activity.

Please note: We understand and realize that finance's at time may be tight and/or families/students may not be able to pay all fees. If this is the case, please contact your guidance counsellor and/or the principal for a plan for payments and/or other alternatives. No student at SJA will miss opportunities due to inability to pay fees for a particular event/activity.

Athletic and Extra-Curricular Eligibility

At Sir John A. Macdonald High, we recognize the importance of participation in **co-curricular activities** (*defined as any activity that is funded by Student Government or any activity that is beyond the academic classroom*) in the education of the "total person". Students must recognize that their participation in co-curricular activities is a privilege, which brings with it the obligations and responsibilities of being a good citizen and representative of our school.

Participation, therefore, is dependent on a student's ability to uphold the following obligations and responsibilities:

- Have paid all student fees (or made payment arrangements) and passed in any previously assigned books, uniforms, etc.
- Adhere to behavior expectations as outlined in the Provincial School Code of Conduct.
- Demonstrate respect for fellow students, teachers and school employees.
- Attend all classes in which they are enrolled.
- Demonstrate that they are working to their full potential in all assigned classes, fulfilling all academic expectations and requirements
- Have a SJA student ID
- Must be under 19 years of age as of September 30th to play high school sports
- Good attendance – Please note: students **MUST** be present the day of a game in order to play. Exceptions would include medical, unforeseen circumstances, etc.
- Students who are suspended from school are not eligible to participate in any school event. A student receiving a second suspension or the first suspension is 5 days or more, maybe removed from the team and pending circumstance, could be ineligible to participate for the remainder of the school year.
- Good sportsmanship and a team player
- Have fun!

Academic Recognition

SJA has a strong commitment to honoring students in various ways throughout the year for their achievements and successes. The following are the criteria for Principal’s List, High Honors List, and Honors List as dictated by the HRCE.

Averages will be calculated using all the courses the student was enrolled in for their current year using a straight average. There will be no mark below restrictions.

Principal’s List	Students must have a minimum average of 90% in all subjects.
High Honors	Students must have a minimum average of 85 – 89.9% in all subjects.
Honors	Students must have a minimum average of 80-84.9 % in all subjects.

Attendance Policy and Exam Exemption Eligibility

Provincial Student Attendance and Engagement Policy: Effective Date: October 1, 2017

This policy recognizes that regular attendance at school supports greater student success and achievement. Attendance supports student learning and promotes a sense of responsibility that students will need as they transition from the school system to post-secondary studies and/or the workforce. Promoting and supporting regular student attendance is a shared responsibility. All partners, including students, parents/guardians, teachers, principals, school boards, and community partners must work together.

This policy is to be applied in a fair and equitable way and is not intended to punish or marginalize students for circumstances beyond their control. The policy provides flexibility by allowing teachers and principals to use their professional judgment to determine when there may be extenuating circumstances affecting a student’s attendance. In these cases, the school will work with the student and/or their family to respond with the appropriate incentives and supports, and/or to develop accountability mechanisms that recognize the student’s unique situation.

The objective of the Provincial Student Attendance and Engagement Policy is to set clear, consistent expectations for regular and punctual student attendance at all grade levels, and provide a consistent approach in responding to student absences and chronic lateness.

To ensure you are accessing up-to-date information, please refer to the online version of this policy at <https://www.ednet.ns.ca/docs/attendanceoperationalplan.pdf>. Highlighted below are some key changes at Sir John A Macdonald High School (SJA) because of the implementation of this new policy.

5.4 Loss of Credit for Grades 10 to 12

In order to earn a course credit in high school, students are expected to be present for at least 80 per cent of class time. A teacher can recommend loss of credit when a student has missed 20 per cent of class time due to any absences, and strong efforts have been made to improve the student's attendance, but the student has demonstrated no improvement. (*See "Current Attendance Codes in Power School" Pg. 4 - table with codes below for what counts as an absence*)

Upon receiving the recommendation of a teacher, and working in consultation with the teacher and other school staff as appropriate, the principal will make the final decision around loss of credit. The principal is responsible for communicating the decision to the student and family. Please note that students who lose credit(s) due to absenteeism are not eligible for credit recovery for that course.

SJA's School Intervention Plan for all students leading up to 20% of missed classes.

Intervention 1 - After 5% of the course missed or 4 days – teacher(s) will contact home informing families of the absentees, inquiring the reason and work together to offer support.

Intervention 2 - After 10% of the course missed or 9 days – Administration (VP's and/or Principal) will meet with the student and contact parents. We will build on the first intervention, explore, and plan for further support.

Intervention 3 – After 15% of the course missed or 13 days – We will meet with students once again to revisit support provided, contact parents/guardians, including sending a letter home outlining the student's attendance, and schedule a meeting if necessary. Both student and families will be informed that the student is in serious danger of losing the course credit.

Intervention 4 – Review to determine whether student loses course credit.

Advance Planning - an Extended Absence

Special effort should be made to communicate to teachers and/or the principal when there is a planned absence from school for an extended period. The reasons for an extended absence may vary, but could include participation in events, such as the Forum for Young Canadians or Canada Games. Extended absences could also stem from illness or injury, or treatments related to illness or injury.

In cases where the student and/or parents/guardians know in advance that they will experience an extended absence, students can submit an educational plan outlining, in detail, their plan to continue their learning during their planned extended absence. Where the absence is linked to an activity, the person leading the activity (e.g., coach, leader) must endorse the educational plan. The plan must be submitted to the principal, who in consultation with the student's teacher(s), will review and consider the plan for approval. Teachers are not required to prepare materials for students in advance of their absence, and it should be noted that educational plans are not appropriate for extended absences related to vacations.

SJA is currently working with other High School Principals to develop a form or template for students to complete that may qualify for the above-extended absence. In the meantime, please contact the principal with any questions you may have.

Exam Exemptions

Each semester, students have the opportunity to exempt one of their exams (excluding Provincial assessments) based on their attendance, academic performance and conduct in school and at school sponsored events. Exemptions are a significant motivator for the majority of students and the staff at Sir John A Macdonald High actively support this practice.

In order to be considered for an exam exemption, a student must submit a completed Exam Exemption Form within the designated timeframe and have:

- No more than six (6) **Absences ('AWN')** in any course. (Example: If you have **seven** absences in one course, you **are no longer eligible for an exam exemption in any course**). School based activities are never an absence – absent code ACT.
 - Please note there are no longer “Special Circumstance” code (SC). Absences will be recorded as unexplained “A” without notification and explained “AWN” with notification.
 - “AWN” – Absence With Notification (Explained Absence) is when a student will be absent and a parent/guardian provides notification to the school (within seven days of the absence) that the student will be absent for reasons that were not avoidable during school hours. If the student is recorded as an “AWN”, families will not receive a phone call from that class. The “AWN” can also provide information if we need to consider whether or not a student is in jeopardy of losing a credit.
- No more than **six (6) LATES (coded 'L')** in any course (Example: If you have seven lates in one course, you are **no longer eligible for an exam exemption in any course**).
- No UNEXPLAINED ('A') absence in any course.
- Completed ALL major tests and pieces of evaluation in all courses.
- No in-school/out-of-school suspensions during the current semester.

The Provincial Student Attendance and Engagement Policy became effective on October 1, 2017.

Please note: If students and/or parents/guardians feel their student may require an exam exemption for medical reasons and/or may require adaptations please contact guidance and/or the principal so we can either develop a plan for the student and/or provide the necessary adaptations to ensure their success. A medical note with the reason must be provided and approved by the principal for any exemptions.

Homework Policy/Due Dates

SJA, in accordance with the NS Homework Policy believes that homework can help students develop academically and personally when the work is carefully planned, directly connected to classroom learning, meaningful to students, and appropriate for a student's age and stage of development. The Nova Scotia Department of Education and Early Child Development states that homework may serve one or more of the following three purposes:

- Prepare information or materials for future learning activities.
- Practice new knowledge or new skills (e.g., read for pleasure, practice physical skills, practice a musical instrument, use new knowledge to complete a project, or practice basic literacy and math skills).
- Enrich students' understanding of a topic and apply it in new ways (e.g., research local news, investigate a science experiment, write daily or weekly reflections in a journal, or apply skills to a class project).

Homework assignments must be planned and organized, have a clear purpose and expectations, clearly stated deadlines and returned to the student in a timely manner, along with descriptive feedback that students can use to improve their learning.

It is important for students to complete their assignments on time so that teachers can provide timely feedback. Timely assessment information helps teachers and students to make decisions and plan next steps for instruction and learning.

When timelines and due dates are specified, teachers must make provisions for students who legitimately miss the dates. In such cases, the teacher and student should consult together in order to set an absolute deadline and negotiate a plan for successful completion.

No extensions will be given to students without a legitimate reason. Students who miss the due date without a legitimate reason have missed an opportunity to demonstrate progress toward the expected learning outcomes. The missed due date will influence the students' summative evaluation. Students, in consultation with their teachers, are responsible for completing work missed during absences. It is the students' responsibility to arrange to schedule a meeting time with their teacher.

There may be an occasion when a student is not able to complete homework on a given night. If this situation arises, parents and/or the student can write a note to the teacher explaining the circumstances. The work still has to be completed but arrangements can be made for the student to complete the work after school or hand in the homework or assignment on the next school day. Students should also take advantage of lunch and after-school support that teachers provide on a regular basis.

STUDENT SERVICES

SJA is committed to supporting the learning needs of all students. As part of this commitment, the school has established a process for the identification, assessment and program planning for students who may need support in meeting their curriculum outcomes and goals. The parents/guardians play a key participatory role throughout this entire process. This process follows the guidelines set out by the Provincial Department of Education and Culture in the Special Education Policy Manual. This is in keeping with the Halifax Regional Center for Education Board's Special Education Policy and Procedures. Parents and guardians who wish to read the Special Education Policy Manual or the Board's policy and procedures should either contact the school or visit the relevant websites: Department of Education <http://www.ednet.ns.ca/educ/program/ssvcs/specialed.html>; Halifax Regional Centre for Education: www.hrsb.ns.ca:8080.board.policy.index.html

Our Student Services team provides a broad array of supports to the students at Sir John A Macdonald. The focus of these services is to help students gain a better understanding of themselves and the career and educational opportunities available to them. The team includes:

- School Administration Team
- Guidance Counsellors
- Learning Center teachers
- Resource teachers
- An African Nova Scotia Student Support Worker
- An Aboriginal Support Worker
- A Police Liaison Officer
- A School Psychologist
- A Speech Pathologist
- A Social Worker
- A Youth Health Centre Nurse

For more information on student services, please see our school communication plan to be posted on our school website in September 2019.

Guidance

The Guidance Office at Sir John A Macdonald is located in the lobby of the school and open everyday. Our guidance counsellors are qualified trained professional with a Masters degree in Counselling. Guidance counsellor are available to students for academics, social, emotional and future work needs. Guidance Counsellors play an essential role in the school by supporting students through their high school years and helping them plan.

To meet with our counsellors, appointments can be made in the guidance office.

Guidance Services include:

- Academic Counselling (Personal and Academic)
- Course and Program Selection
- Vocational Planning

- Coordinating Post Secondary Information (university/college presentations, applications, scholarships etc.)
- Transcripts

Students and parents are strongly encouraged to make use of the programming and expertise offered through our Guidance professionals. Please contact the Guidance Secretary to make an appointment.

Angela Light	Guidance Secretary	ext. 790 1052	alight@hrce.ca
Coreen Parsons	Guidance A-L	ext. 790 1053	cparsons@hrce.ca
Julie Mireault-Wiseman,	Guidance M-Z	ext. 790 1054	jwiseman@hrce.ca

Learning Center/Resource Support

Students with special needs refer to those individuals whose needs are such that they require supports in addition to those provided by the classroom teacher. Priority for resource and learning centre support is given to students who demonstrate a severe discrepancy between actual and expected achievement and students who are on Individual Plans (IPPs). Parents, teachers, and/or administrators make referrals to the School Planning Team, and the team determines the level of support, which the school can provide. Referrals may be made for additional interventions such as school based math and language assessments, psycho-educational testing, or speech consultation, for example. Interventions may also include direct support once or twice per cycle with a support teacher (learning centre, resource, or other supports available) working with the students on their most difficult subjects, providing test support, or helping develop organizational skills.

Resource support is also provided in class. Resource or learning centre support is not to be a replacement or alternative to students going to get extra help from the subject teachers.

Further information can be accessed though the DEECD Special Education policy at <https://studentservices.ednet.ns.ca/sites/default/files/speceng.pdf>

Please note: Students will have scheduled time during the week when receiving support. If a student would like support during non-scheduled time, they are to ask their teacher and the teacher will contact the resource or guidance to see if they are available. If not available, we will make other arrangement. The teacher can also provide extra help. Students need to make an appointment with the teacher and/or attend the time the teacher as scheduled during lunchtime or afterschool.

Student Support Room 1016

Our student support room (1016) was created for students on a free period who want extra support in their subjects. Schedules for the subjects supported during each period will be posted on the room door, throughout the hallways, and in guidance. There will always be teaching staff on hand to help. Please take advantage of this opportunity whenever you feel you need it.

Youth Health Centre

The Youth Health Centre (YHC) provides a wide variety of health related services and programs to the students at Sir John A Macdonald. Some reasons students visit the YHC include:

- ✚ Feeling sad or angry
- ✚ Feeling confused or stressed
- ✚ Relationships issues
- ✚ Problems at home
- ✚ Need condoms
- ✚ Pregnancy testing/birth control education
- ✚ Safer sex information
- ✚ Sexuality/gender questions
- ✚ Dating violence
- ✚ Drinking too much
- ✚ Concern about drug use
- ✚ Help to quit smoking
- ✚ Healthy eating/nutrition
- ✚ To get involved
- ✚ School projects
- ✚ Needing to talk

All services provided by the Youth Health Centre are confidential, with the exception of a student disclosing harm to self or others.

The YHC also offers programs to help you get involved in school life, and creates leadership opportunities if you want to learn some new skills. The programs at the YHC are driven by you, and decisions are made through your input. This is a great opportunity to get involved! The Youth Health Centre Coordinator might also be able to help you connect with supports or services in the community.

Your YHC Coordinator will be here most days, but may also sit on community committees, attend Public Health meetings, and provide support to junior highs in the area, so there may be times where your YHC Coordinator is away. Students can make appointments on their free time and/or drop in at lunchtime when the YHC is there. To see Ms. Boucher during class time with no appointment, students must ask the teacher first, the teacher will call Ms. Boucher to see if she is there and available to see the student. Dates and hours are posted on the door by month.

Our Youth Health Nurse;

Ms. Lisa Boucher, ext. 790 1023 Lisa.Boucher@nshealth.ca

School Routines and Policies

Safety – PLEASE do not enter the bus loop during school hours – We ask all, including students and parents, to not enter the bus loop directly in front of the school during school hours. This is a safety issue and we ask that you please support us in keeping all students safe. For parents, there are visitors parking on the far right of the school. Students – please do not enter the loop during lunchtime or other time during school hours. Thank you for your attention to this.

Cell Phones/Electronic Devices:

At SJA, we recognize that cell phones and other digital technologies are powerful learning tools. However, when misused in the classroom interferes with the student learning, grades and possibility interfere with the learning of their classmates. We suggest that students leave expensive electronic at home or in their locker, the school is not responsible for any loss or damaged electronics.

Students are not permitted to use cell phones during instructional time unless directed by the teacher. Students are expected to turn off their phones and have them out of sight during instructional time. At no time should a cell phone be used to record video or audio, or take pictures of any student, staff member, or other persons, without their permission – this is Provincial law.

It is not acceptable to have these devices out during instructional time for non-academic use (such as texting, phone calls, internet searches, games etc.). Students may use these devices during class changes, lunch, before, and after school.

Teachers will initially deal with student who violate the policy, which may include handing over the phone till the end of class. If the problem persists, the teacher will communicate with parents. Serious or persistent misuse will result in an office visit, where the phone will remain in the office for the remainder of the day. Chronic disregard for this policy will be dealt with as “defiance” as outlined in the Nova Scotia Provincial Code of Conduct.

Cameras

Students and parents should be aware that taking pictures or recording video or audio in change rooms, washrooms, classrooms and administrative offices is strictly prohibited in all HRCE schools. At Sir John A Macdonald High, students found to have broken this rule may face discipline in accordance with the Provincial School Code of conduct. This could include suspension and/or a ban from carrying personal technology in the building for the remainder of the school year.

Student Vehicles/Parking

There are a number of parking spaces designated for student use. These include the lower parking lot, (in parking spaces that are NOT NUMBERED), along the sides of the road (other than where no parking signs are posted) and the cul du sac – Students are not permitted to park behind the school or in the staff parking - the upper parking lot that all have been numbered. **Please note: cars may be ticketed and/or towed at owner’s expense if parked in no parking zones stated above.**

Students who drive a vehicle to school must apply for a parking permit and are expected to:

- Park in accordance with the guidelines in the student parking application.
- Prominently display their parking permit

- Park in designated spaces – not in any numbered spaces or behind the school. Numbered parking spaces are assigned to teachers for the year. Vehicle in the numbered spaces will be ticked and/or towed away at owner expense!
- No smoking or vaping in cars in the parking lot/school property
- Drive responsibly
- Please note – student parking spaces are limited - first come, first serve

Tobacco Use and Vaping

The use of tobacco products and vaping products are strictly prohibited on school property by Nova Scotia Provincial Law. HRCE prohibits smoking or vaping within 4 meters of school ground/property, including the school building, parking lot, and surrounding property. Students who do not comply with the policy will be dealt with accordingly under the Nova Scotia Provincial Code of Conduct.

Alcohol/Drug Policy

Students and parents/guardians are aware that alcohol use under the age of 19 remains illegal and that drug use is illegal except for medical purposes and/or by prescription. Because of this and the negative impact of substance abuse on the social and academic development of young people, and the overall impact of substance abuse on the school culture, the school will strictly enforce the following policies:

If a teacher suspects the use of drugs or alcohol, the student will be referred to a Vice Principal. Consequences may include:

- Contact parents/guardians
- Up to a 10 day out-of-school suspension;
- Or referral to the to the HRCE Discipline Committee for an out-of-school suspension beyond 10 days;
- And/or reporting to police.

Scent-Sensitive and Nut Aware Environment

It is of vital importance that all individuals within our school respect those who are affected by nut allergies and the use of scented products, colognes and perfumes. It is essential that all staff, students, and visitors to our school help to create an environment where all members of our school community can be healthy and safe. Being fragrance-aware is an important step in establishing a safe, healthy learning environment. Students, staff and visitors are asked to wear unscented products.

Lockers

School lockers are available to all students. All locker assignments will be given to students when they pay their school fees. Lockers are not to be shared; contents of the locker are the responsibility of the student. Only school-issued locks are permitted on the lockers. Any other lock will be removed without notice. School administrators do have the right to search a locker if they have reason to believe it is necessary.

Textbooks

Textbooks will be issued to students during the first couple of weeks of each semester. All textbooks are bar coded and linked to a student number. Students are responsible for returning the specific texts they are issued. Textbooks outstanding from one semester to another or from one year to another may make a student ineligible to participate on sports teams, clubs, student council or other events such as dances or coffee houses. Texts are the responsibility of the student and must be replaced or paid for if lost or stolen.

Field Trips

Field trips are an important part of the school program. When a student is scheduled to participate in a field trip, parents will be asked to sign a permission slip. Although students are not marked absent from school during field trips, they usually miss one or more other classes. They are responsible for the work covered in those classes during the time of the field trip.

Cafeteria

Our cafeteria is open in the morning for breakfast and throughout the day, until 12:30. Students can purchase hot and cold lunches and snacks. Students can pay with cash, debit and/or select credit cards. Please note that the cafeteria will be closed at 12:30 – the end of lunch period. Students are not permitted to go to the cafeteria during class time unless they have a free period. Unless there are medical reasons, students are not permitted to eat in class. Water is allowed in classes, but not in computer labs.

We also have a daily breakfast program set up in the main entrance – all students are welcomed.

In the interest of *environmental sustainability*, the school has purchased new bins for recycling and waste. We ask students to, please ensure they use the proper bins for waste and clean off their tables once they finish eating in the cafeteria. Thank you!

HOME AND SCHOOL COMMUNICATION

At SJA, we truly value all parent/guardian involvement in their child's learning and school functions/activities. Communication is a high priority between staff and the home of our students. We provide many opportunities for this to occur, including on line access of the Student-Parent Portal, regular school reporting periods (3 per year), parent/teacher interviews (2 per year), our school web site, teacher web site, Goggle classroom, e-mails, voice mail for all staff and school messages home.

Our school web site will be the main communication site where students and parents will find a school calendar, daily announcements, class schedules, functions/events, activities and important dates to keep people informed and involved. We also have School Messenger, where a phone call will be made to all of our families about major events, such as curriculum night, report cards etc.

COMMUNICATION CALENDAR

Event	Date	Purpose
Semester 1 Begins	Thursday, September 5, 2019	
Curriculum Night – Semester 1	Thursday, September 26, 2019 6:00-8:00 pm.	Meet and greet, obtain an overview of the programs and assessment strategies. <i>Please bring a copy of your Daughter/Sons schedule.</i> You will follow their schedule for the day in 15-minute intervals.
Curriculum Night – Semester 2	Thursday, February 20, 2020 6:00-8:00 pm	
Report Cards	Thursday, February 13, 2020 Report Cards go home	Final report on students’ academic achievement of expected learning outcomes; promotion or placement for coming academic year
Parent/Teacher Conferences	Thursday, November 28, 2019 1:00 - 3:00 pm. 6:00 - 8:00 pm.	Discuss students’ academic achievement to date, update on conduct and work habits. <i>Please note: All interviews are held in the gym. No appointments required</i>
Mid-Term Reports		
Mid-Term Report (Semester 1)	Wednesday, November 27, 2019	A pause during the term to report students’ academic progress to date, along with student conduct and work habits.
Mid-Term Report (Semester 2)	Wednesday, April 22, 2020	
Semester 2 Begins	Monday, February 3, 2020	
Parent/Teacher Conferences	Thursday, April 23, 2020 1:00 - 3:00 pm. 6:00 - 8:00 pm.	Discuss students’ academic achievement to date, update on behavior and work habits
Final Report Cards	Tuesday, June 30, 2020	Final report on students’ academic achievement of expected learning outcomes; promotion or placement for coming academic year

Please note: our website will be update during September. Once update please see our school Communication Plan for more details on assessment practices and student services. Our website is <https://sim.hrce.ca/>

Ongoing and regular communication between home and school is an important part of student success. At Sir John A Macdonald, we encourage all parents to access the Parent Portal in PowerSchool and visit our website on a regular basis. We also make frequent use of twitter to share information. Our feeds are:

- @SJAHigh (Administration)
- @SJAGuidance (Guidance)
- @SJAgov (Student Government)

If you use twitter, please give us a follow!

Semester Reports/Mid Term Reports

Each Semester will consist of an **80% term mark** and **20% exam mark**. A progress report will be sent home mid-semester (Mid-terms). This report is a “snapshot” at that particular time in the semester. A final report card will be sent home at the end of each semester.

Addressing Concerns and Questions

Throughout the school year, parents and guardians may have questions or concerns regarding their child and their progress. The first line of communication is with the teacher via email or phone call. Our website includes the staff directory. If you feel that the situation requires further consultation, please contact the appropriate Department Head, Guidance or Administration.

School Telephone System

All calls to the school must go through our main office number 902-826-3222. You may then direct your call to a staff member by entering their seven-digit extension. Please do not try to "direct dial" the extension as it is not a phone number. When classes are in session, your call will go to voicemail.

2019-2020 SCHOOL CALENDAR

Please Note: This calendar was created in August of 2019. Some events may have date changes due to unforeseen circumstances.

Date	Activity/Event
August 26-30	School Open – Admin Present all week
Wednesday, August 28	Late Registration Day
Thursday, August 29 9:00AM	Leadership Team Meeting
Monday, September 2	Labour Day
Tuesday, September 3	Organization Day (No Classes)
Wednesday, September 4	PD Day (No Classes)
Thursday, September 5	First Day of School for Students Monday Schedule – Fee collection
Friday, September 6	Monday Schedule
September 9-13	Spirit Week
Tuesday, September 10	Grade 10 Assembly BBQ (Block C)
Friday, September 13	Field Afternoon and BBQ
Thursday, September 26	Club Expo (Block A)
Thursday, September 26	Curriculum Night 6:00PM
Friday, September 27	PD Day
Tuesday, October 1	Grade 12 Parent Night 6:30PM
Friday, October 4	AARAO Tour Afternoon
Monday, October 14	Thanksgiving
Thursday, October 17	Coffee House
Thursday, October 24	Honors Recognition Awards (D Block)
Friday, October 25	Provincial Conference Day – no school
Wednesday, October 30	Haunted Hallows
Friday, November 1	MADD presentation and Academic Awards
Friday, November 8	Remembrance Day Ceremony – 2 nd block
Monday, November 11	Remembrance Day

Wednesday, November 27	Report Cards Go Home
Thursday, November 28	PD Morning Parent Teacher 1-3 and 6-8PM
Wednesday-Saturday Dec. 4-7	Musical
Wednesday, December 11	Dance 6:30-9:30 PM
Thursday, December 19	Holiday Coffee House 6:00-8:00PM
December 16-20	Holiday Spirit Week
Friday, December 20	Last day before break
Monday, January 6	First Day of Classes
Tuesday, January 21	Grade 9 Parent Night 6-8PM
Wednesday, January 22	Snow Date
Thursday, January 23	NSVS Exams
January 27-30	EXAMS
Friday, January 31	Assessment Day
Monday, February 3	Second Semester Begins
Thursday, February 13	Report Cards Go Home
Thursday, February 13	Coffee House 6:30-8:30PM
Monday, February 17	Africville Day – No School
Thursday, February 20	Curriculum Night
March 16-20	March Break
Friday, April 10	Good Friday
Monday, April 13	Easter Monday
Wednesday, April 22	Report Cards go Home
Thursday, April 23	PD Morning Parent Teacher 1-3 and 6-8PM
Thursday, May 7	Grad Breakfast
Friday, May 15	PD Day
Monday, May 18	Victoria Day
Thursday, May 28	O2/Fine Arts Gala
Saturday, May 30	Prom
Thursday, June 4	Dramatica
Tuesday, June 9 (11 th – rain date)	Grad Afternoon
Friday, June 12	Sport and Spirit Awards
Wednesday, June 17	NSVS Exams
June 19-25	Exams
Friday, June 26	Assessment Day/Grad Rehearsal
Monday, June 29	Graduation
Tuesday, June 30	Last Day – Report Cards Go Home

SCHOOL ADVISORY COUNCIL

The School Advisory Council at Sir John A Macdonald consists of the school administration, parents, students, support staff, community representatives and teaching staff. The council meets six times during the school year to promote academic excellence and a positive learning environment. The council supports the development and implementation of the Student Success Plan, advises on policy development and provides feedback on school practices. All meetings are open to the public and

meeting dates are posted on our website if you wish to obtain more information about our School Advisory Council, please contact the Main office and/or see our website for dates and minutes.

SCHOOL CLOSURE

There may be circumstances during the school year when school is cancelled due to severe weather, power outages or where there is a situation deemed unsafe for our students to be present. The Halifax Regional Centre for Education takes great care when making the determination to alter the normal operations of schools. Decisions on school closures and/or bus cancellations are posted on the board's website at <https://www.hrce.ca/>, on Twitter at [@HRCE_NS](http://www.twitter.com), recorded on 464-INFO (4636) and communicated to all local radios stations. You can also receive notice of school and bus cancellations by e-mail or text message by following the link on the front page (left side) of the HRCE website.

Sir John A Macdonald High School is part of Sir John A Family of Schools. Usually, weather related cancellations would be announced on the radio according to "Family of Schools", not the individual school. Therefore, if you hear announced that the Sir John A Family of Schools is closed then Sir John A Macdonald High School is closed.

If you interested in learning more on how decisions regarding closures and cancellations are made, visit <http://www.hrsb.ns.ca/content/id/1137.html>

Race Relations, Cross Cultural Understanding and Human Rights IN LEARNING

SJA's RCH in learning policy is in line with the Halifax Regional Centre for Education policy that promotes a responsibility to develop lifelong learners through a balanced program that fosters social, intellectual, physical, cultural, emotional, and moral development. We value and celebrate diversity and generate acceptance and respect among all members of our school community. We will not tolerate any form of verbal expression or physical act that exhibits a negative attitude, disparagement, or hatred towards a person's race, ethnicity, colour, religion, gender, ability or lifestyle diversity. Sir John A has an RCH Liaison and Sexual Harassment Liaison who works with the school administration to deal with any infraction of the RCH in Learning Policy. Infractions to the RCH in Learning Policy are documented, communicated to parents/guardians, the School Board's Diversity Management Coordinator and the code of conduct is applied strongly. Every student has the right to respect and learn in a safe environment!

CODE OF CONDUCT

In September of 2015, the Nova Scotia Department of Education and Early Childhood Development (EECD) implemented a province-wide code of conduct governed by the Education Act. Below is the preamble created by the EECD and on the follow page the Code of Conduct is outlined with acceptable standards of behavior, promoting acceptable behaviors, and responding to unacceptable behavior being highlighted?

To view the entire Provincial School Code of Conduct, go to <http://www.ednet.ns.ca/files/ps-policies/Provincial%20School%20Code%20of%20Conduct.pdf>

Provincial School Code of Conduct

Preamble

Students, parents, teachers, support staff, principals, and school boards share responsibility for creating a school-wide approach to maintaining a positive and inclusive school climate where all students are supported to develop healthy relationships, make good choices, and achieve success in their learning.

All members of Nova Scotia's school communities have a role to play in the awareness and prevention of unacceptable behavior.

The provincial school code of conduct policy applies to all public schools and school boards in the Province of Nova Scotia. All students and school members in Nova Scotia are required to follow this provincial school code of conduct policy, which is governed by the Education Act.

Provincial School Code of Conduct

All students and members of a school community will feel and be safe in their school. Each person will contribute to a safe and inclusive learning environment. Unless immediate action is necessary to maintain a safe learning environment, schools will support and promote positive student behavior through programs of prevention and intervention.

Acceptable Standards of Behavior

All students and school members will:

- show respect for the rights, property, and safety of themselves and others
- accept personal responsibility for their behavior
- demonstrate socially appropriate behavior
- respect and appreciate diversity of all school members regardless of their race, culture, ethnicity, religion, creed, sex, sexual orientation, gender, gender identity, gender expression, physical disability or mental disability, mental illness, age, national or aboriginal origin, socio-economic status, or appearance
- treat school property and the property of others with a reasonable standard of respect
- attend regularly and punctually as required under section 24 of the Education Act
- show respect for the roles and responsibilities of students, principals, teachers, parents, volunteers, and the school board
- demonstrate respect for the learning environment of the school and the classroom and school activities and events
- demonstrate and promote positive behavior through the avoidance of all types of violence
- use information and communications technology, including the Internet, digital resources, and e-communication, and all forms of social media in a responsible and acceptable manner consistent with the Nova Scotia Public School Network Access and Use Policy and the Cyber-safety Act (2013)
- refrain from all forms of bullying and cyberbullying, intimidation, racism, and discrimination

- refrain from the possession of any weapons
- refrain from the use of items as weapons intended to harm another person or themselves
- refrain from the possession of, or being under the influence of alcohol, drugs, and all other forms of intoxicants on school property

Promoting Acceptable Behaviors

Some behaviors—such as failure to follow directions, shoving and pushing, profanity that is not directed at another person, disrespectful behavior that shows disregard for a teacher’s or other supervising adult’s position—will be addressed by teachers and administrators in the course of their daily work in classrooms and supervision of students in other areas of the school. Responses to these behaviors may include student and/or parent conferences, creating a plan for restitution, coaching students to help them learn new behaviors, restorative approaches, and/or detention as a time to reflect.

Responding to Unacceptable Behavior

Unacceptable behaviors (defined in Appendix A) endanger the well-being of others, result in damages to property, and/or significantly disrupt learning environments. Unacceptable behaviors are referred to the office through the provincial online Incident Referral Form and where appropriate, will be addressed in a progressive manner (see Appendix B) through consequences that may include in-school or out-of-school suspensions.

Responses to unacceptable behavior will

- be appropriate for the student’s age and stage of development and consider a student’s special needs where the behavior is determined to be unintentional
- be consistent with standards established in the provincial Special Education Policy, when supporting students with special needs programming relating to behavior
- reflect the severity of the behavior
- take into account the frequency and duration of the behavior
- be chosen primarily for their educational value
- occur in a timely fashion
- reflect an individualized approach to discipline
- be fair and equitable and respect the dignity of all involved
- A principal may consider suspending a student for up to 10 school days, if the principal believes a student has engaged in any of the following activities while on school grounds, on property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program, at a school bus stop or on a school bus, or off school grounds if any of these behaviors (listed alphabetically below) disrupt the learning climate of the school:
 - bullying
 - cyberbullying
 - discriminatory behavior
 - illegal activity

- insubordination
- misuse of network or online resources
- physical violence
- racist behavior
- repeated use of tobacco or e-cigarettes
- sexual assault
- sexual harassment
- sexual misconduct
- significant disruption to school operations
- use or possession of
 - alcohol
 - drug-related paraphernalia
 - illegal drugs
 - weapons
- vandalism
- verbal abuse

A principal may recommend to the school board that a suspension be extended for a period greater than 10 days. Decisions regarding extended suspension will be made following the protocol outlined in section 124 of the Education Act.

Responding to Unacceptable Behavior

Unacceptable behaviors

- bullying
- cyberbullying
- discriminatory behavior
- illegal activity
- insubordination
- misuse of network or online resources
- physical violence
- racist behavior
- repeated use of tobacco or e-cigarettes
- sexual assault
- sexual harassment
- sexual misconduct
- significant disruption to school operations
- use or possession of
 - alcohol
 - drug-related paraphernalia
 - illegal drugs
 - weapons
- vandalism

- verbal abuse

Possible responses

- conferencing with student or parent
- creating a plan for restitution
- coaching to develop new behaviors
- restorative approaches
- mediation
- detention
- referral to school guidance counsellor
- referral to the Program Planning Team
- referral to RCH Advisor
- referral to assessment and counselling
- referral to student support worker
- referral for behavioral support
- referral to Schools Plus
- in-school suspension
- involvement of outside agencies such as police, mental health services, and child welfare
- referral to Cyber SCAN Investigation Unit
- out-of-school suspension (up to 10 days)

SCHOOL TRANSPORTATION

Stock Transportation provides daily bus service for the students of Sir John A Macdonald. All students must travel on their assigned bus, students are to conduct themselves in an appropriate manner towards the driver, and other students while on the school bus. Failure to do so will result in disciplinary action. Frequent or serious infractions may lead to the loss of bus privileges and the student will be responsible for finding their own way to and from school.

It is important to note that the Provincial School Code of Conduct applies to students while they are travelling to and from school and while waiting at bus stops.

Student Transportation Update to Parents & Guardians of Stock Transportation at <https://www.hrce.ca/news/2018/07/12/student-transportation-update-parents-guardians>

STUDENT GOVERNMENT

The Student Government at Sir John A. Macdonald is composed of three levels: The Co-Presidents, the Executive, and the Committees. The two Co-Presidents will over-see all of Student Government in collaboration with the Student Council Advisor.

Anyone can sign up to be a part of a committee and will be able to contribute as much as they like. This allows a greater number of people to contribute, and allows them to match functions with their particular interests. It is a great way to get involved in your school. Watch for more information in September.

Club/ Sport Activities

Activity	Sport
Yearbook	Badminton
Breakfast Program (YHC)	Basketball
GSA	Cross Country
Book Club	Curling
Math League	Golf
Improvement Team	Hockey
Musical	Football
Musical Tech Support	Field Hockey
Student Government	Rugby
Free to GIVE – volunteer efforts	Soccer
NSSSA – student leadership	Track & Field
Prom Committee	Volleyball
Big Bunch	Wrestling
	Karate
	Ski Club
	Table Tennis
	Softball
	Ultimate Frisbee

Respect Self
Respect Others
Respect Learning
Respect the Environment

At SJA, we believe that all students can learn. We also believe that students learn best when everyone knows about the school's rules and procedures. If staff, students and parents/guardians all work together, we will succeed in making Sir John A Macdonald High a school where students feel safe, take pride in their success, and feel confident in their abilities to learn and try new things.

We welcome all students to the new school year and wish them the best with their learning and personal success. SJA offers many opportunities for student to lead and/or participate. Get involved where you can – high school is an amazing way to explore your interest and try new thing. Please do not hesitate to drop in or to contact the school if you have any questions or concerns.

Go Flames – Fire it up for the best year ever at John A!