

**HUGH JOHN MACDONALD SCHOOL
WINNIPEG SCHOOL DIVISION**

HJM HANDBOOK

**For Students/Parents/Guardians
2013 - 2012**



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**Mr. V. Huynh – Principal
Ms V. Mowez – Vice-Principal**

WELCOME TO HUGH JOHN MACDONALD SCHOOL

Dear Students/Parents/Guardians:

Welcome to Hugh John Macdonald School. We hope our students and their families find this year to be a memorable and successful one. The purpose of this Handbook is to have all the vital information and expectations concerning our school contained within the pages of one booklet for your reference.

Hugh John Macdonald is a Junior High School with a population of approximately 280 students. We are very proud of the diversity of our students and staff who are dedicated to learning and working together in a spirit of harmony and mutual respect.

We have a rich history of strong academic learning and high expectations of all of our students and staff. We offer all the required academic courses plus elective courses in French, Fine Arts, Home Economics/Industrial Arts, Performing Arts (drama and dance), Graphics, Information and Communication Technology, Guitar, and Life/Work Exploration.

We also offer specialty programs to assist students with unique learning needs such as E.A.L. (English as an Additional Language), Resource, Learning Assistance Center and Special Education.

To further enrich our students' educational experience, a variety of sports teams, activities and clubs are also available for our students. Some of these include: Cross-Country Running, Volleyball, Basketball, Soccer, Track, Math Enrichment, Performing Arts, Choices and Student Council.

Again, welcome and please do contact us at the school if you require any further information.

Sincerely,

Vinh Huynh
Principal

Val Mowez
Vice-Principal

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HUGH JOHN MACDONALD SCHOOL MISSION STATEMENT

Hugh John Macdonald School is an intercultural, community-focused, Inner City Junior High School that provides a safe and caring learning environment for students and staff.

We are committed to providing students with opportunities to develop their individual potential in order to meet the challenges of a rapidly changing world.

In carrying out our mission, Hugh John Macdonald School is guided by the following principles:

- To foster respect, responsibility, self-esteem and acceptance of a diverse society.
- To foster the development of social, emotional, physical and academic excellence in the student.
- To encourage community and parental involvement.
- To provide professional development opportunities for all staff.

Hugh John Macdonald Is Committed To:

- a) **Fostering a Positive Learning Environment**, wherein all students feel welcome, and are able to learn in a positive environment.
- b) **Excellence** in teaching and learning.
- c) **Enrichment** of student knowledge.
- d) **Experiences** which assist students in preparing them for high school.

CODE OF CONDUCT

1. All students and staff are entitled to a school free of abuse.
2. All students and staff are entitled to respect and understanding.
3. All students and staff are entitled to a positive learning environment.
4. All students and staff are entitled to have their personal and school property respected.

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Hugh John Macdonald is committed to teaching the Code of Conduct and implementing it in a fair and consistent manner. Students are taught to understand that there will be consequences for inappropriate behaviour.

HOMEROOMS

All students will be assigned to a homeroom and begin each morning and afternoon in their homeroom with their homeroom teacher. If you have questions about the progress of your son or daughter, this is the first teacher to contact for information.

ATTENDANCE POLICY

Hugh John Macdonald School believes that attendance is one of the most important components of academic success. We believe that regular and punctual attendance is essential for all students. Statistics indicate that students who are absent two or more times a month achieve 25% less in their grades than their fellow students and the average student only misses a maximum of six days of school per year.

ABSENCES

1. If your son or daughter is going to be absent from school please call the school at 786-5631 and inform the school by leaving a message with the secretaries. If you are unable to telephone the school, please send a note indicating the reason for the absence to the homeroom teacher upon the return of your son or daughter to school.
2. If the school has not been informed of a student's absence, our CALL-BACK system will contact parents of all grade 7, 8 and 9 students who have not arrived by 9:30AM. In addition, SynreVoice, our automated calling system will call you in the evening.
3. If your son or daughter is absent more than two days a month, his or her chances of obtaining a passing grade may be at risk and may result in the repeating of the grade.
4. If your son or daughter misses more than two days a month, and we have not heard from you, the school will contact the home either by telephone or a letter.
5. In cases of prolonged illness, the school will provide homework packages for the student, which parents can pick up in the office.

LATES

It is our expectation at Hugh John Macdonald that students be on time for school every day. The first bell rings at 8:55AM and morning classes begin promptly at 9:00AM and the afternoon bell rings at 12:40PM and classes begin promptly at 12:45PM.

NOTE: Students are expected to move directly from one class to the next. Students are NOT to go to the washroom or lockers between classes. They must report to their next class and receive permission from that teacher. Students who are late for class, not only miss out on their learning, they disrupt the lesson, and interrupt the learning of all students.

SchoolConnects – an automatic call home system

SchoolConnects can deliver a wide variety of messages by phone and e-mail to parents efficiently and cost effectively. When you receive a message from the SchoolConnects system, you should be able to see the school's phone number displayed, if you have caller ID.

Who receives the phone call?

The absence phone call is sent only if a student has an unexcused absence in one or more classes on that day for Grade 9 or AM and/or PM attendance for Grade 7 and 8. The call is sent between 6:00PM and 9:00PM to the student's home phone number. It can also be set up to two ADDITIONAL phone numbers if the parent or guardian calls the school to request it.

What if nobody answers the phone?

SchoolConnects will wait for up to six rings before moving on to the next call. If nobody is available to answer the phone and there is no answering machine, SchoolConnects will hang up, finish the rest of its calls then retry the no answer and busy numbers. It will make a maximum of six attempts to call the number. If it takes more than six rings to go to your answering machine you may see that the school has called the house several times without leaving a message.

What if there are multiple students in the same household?

If there are two or more students in the same household who both have absences, SchoolConnects will play an absence message for both students in the same phone call. However, if the person listening to the message hangs up before the second message plays, the system will call back to deliver the second message.

Is the message left on an answering machine?

The message is played twice to an answering machine in case the beginning is cut off. In some cases, SchoolConnects may think it has reached a live person when it has actually reached an answering machine, and vice versa. If you are listening to the message on your answering machine and you hear the prompts to "listen to the message again, press 1" or "to confirm receipt of this message, press 2", PLEASE DO NOT PRESS ANY KEYS. Just save or delete the message the way you normally would on your answering machine.

What does the absence message sound like?

The absence message sounds like: "This is a message from Hugh John Macdonald School. A student in your household in grade <grade> named <student's first name> was marked absent on <date> in the following periods: <list of blocks or periods missed>. Please call the school or send a note to provide an explanation if you have not already done so." If you are listening to the message live, you will be given the option to press 1 to listen to the message again or press 2 to confirm receipt of the message. Please do not

hesitate to contact us if you have any questions about this new initiative to enhance communication between home and school regarding your child's attendance.

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TRUANCY

Truancy means that a student is absent from school without the permission of a parent/guardian or school. Skipping out of classes comes under the same term. If a student is truant the school will contact your home. Parents/guardians may be asked to come to school with the student the next day to discuss the issue with the Counselor or the Principal or Vice-Principal.

NOTE: Students who have appointments must bring a note and sign out before leaving the school.

SUSPENSIONS

A suspension is the removal of a student from school for a designated period of time as a result of a serious infraction of a School or Division policy. A suspension may be from one to five days and in serious cases, for a period of six weeks and/or a total removal from the school. It is our hope that we do not need to suspend any student.

There is a Division policy regarding violence towards fellow students or teachers. This may be verbal abuse, verbal threats, or physical in nature. The student will be suspended for a designated period of time depending upon the seriousness of his or her action.

There is a Division policy regarding smoking by students on school property. Students can be suspended for any continuation of this infraction after being cautioned.

Students may also be suspended for vandalism. This is the willful damaging of school property. This may be marking or scratching surfaces, breaking windows or walls, etc. The cost of the damage will be determined and the parents will be required to pay the amount to the Winnipeg School Division.

Parents: If your son or daughter is suspended for whatever reason, you will be informed and required to accompany your son or daughter to the school to discuss the incident with the Principal or Vice-Principal. Students will not be readmitted without this meeting.



PROGRAM INFORMATION

Hugh John Macdonald offers both compulsory and optional courses in its programs.

Grade 7 and 8: The following courses are compulsory for all students in Grade 7 and 8.

- Language Arts
- Mathematics
- Science
- Social Studies
- Physical Education and Health
- Industrial Arts/Home Economics
- Guidance

Grade 7 and 8: Students can select three of the following options

- Art
- French
- Outdoor Education/Bike building and repair
- Math Enrichment/Resource
- Technology

Grade 9: Students can obtain 9.0 credits toward High School Graduation.

All students require six credits from the following subjects:

- Language Arts - 2 credits
- Mathematics - 1 credit
- Social Studies - 1 credit
- Science - 1 credit
- Phys Ed. and Health - 1 credit

Additionally, students must select one subject (1.0 credit):

- Industrial Arts/Home Economics or Performing Arts or Graphics

Students must also select two subjects (two credits),

- Information and Communication Technology
- Guitar
- Fine Arts
- French
- Life/Work Exploration

PLANNING THE STUDENT PROGRAM

Student choices in programs, subjects and options should be planned carefully based on the following:

CHOOSE a course that suits your interests, abilities, skills and aptitudes.

DISCUSS plans with parents/guardians, your teachers, and guidance counselors. They can give important information about present courses and future programs.

NEVER plan to take a course only because your friend is taking it. Consider your own abilities and skills if you are to succeed.

COURSES should be selected with your future goals and possible career in mind.

HOW PARENTS CAN HELP

Encourage your son or daughter to attend school regularly and be prompt for class.

Attend school functions and Student/Parent/Teacher Conferences.

Your support, as a parent or guardian, is invaluable to a young person.

If you require information about courses offered, choices students need to make or any other general information, do not hesitate to call the school and speak to the Principal, Vice-Principal, Guidance Counselor, Resource teacher, Homeroom teacher or any subject area teacher. If the person, to whom you wish to speak, is unavailable, please leave a message with the school secretary and your call will be returned promptly.

REPORTING PERIODS

Hugh John Macdonald has FOUR reporting periods throughout the year. These occur in October, November, March and June. Marks for term reports are determined by the completion of in-class and homework assignments, projects, notebooks, tests, portfolios and examinations. Regular tests are given in all subjects to measure progress and understanding. Formal examinations will take place in June. Our Grade 8 students must participate in Division Wide Math and ELA exams.

Marks on the report cards are given in percentages. Each student will receive a percentage mark and a comment about their performance. The number of days or times late for Grade 7 and 8 and the number of periods absent in each subject for Grade 9 will also be indicated.

Student/Parent/Teacher Conferences will occur with the issuing of the second and third term reports. ALL parents are encouraged to visit the various subject teachers and discuss the progress of their son/daughter. Parental involvement in their child's education is extremely important.

Parents are encouraged to keep in contact with subject teachers at any time to discuss the progress of their son/daughter.

PROMOTION POLICY

In order for a student in Grade 7 or 8 to be promoted to the next grade level, he or she must achieve a passing grade in three of the core subject areas. If a student fails two of the core subject areas (Math, Science, ELA, Social Studies), he or she will be recommended for one of the following:

- be recommended to take one of the subjects at summer school at a cost to be determined later and paid for by the parent.
- be placed in the next grade after consultation between the parent and school.

Parents and students should be aware that subjects such as Physical Education, French, Art, Computer, Health, Industrial Arts/Home Ec., and Options also play an important role in determining promotion to the next grade level. It is expected that all students fully participate in these programs and will achieve passing marks.

In Grade 9, students are granted CREDITS for the courses which they successfully complete. A student may obtain 9.0 credits towards High School Graduation while at Hugh John Macdonald. The student must successfully complete all of the requirements of a subject before being granted a credit. If a student does not successfully complete the credit(s), he or she will be required to complete the credit(s) before being eligible for the next level.

AWARDS

Awards are presented annually to students who demonstrate excellence in their subject areas. The following awards are presented at each grade level:

- | | |
|---|--------------------------------|
| - Outstanding Proficiency Awards in subject areas | - Individual Subject Awards |
| - General Proficiency Awards in subject areas | - Honour Roll |
| - School Board Awards | - Pursuit of Excellence Award |
| - Citizenship, Academic, Participation Awards | - Technology Awards |
| - Memorial Awards | - Community/Citizenship Awards |
| - Athletic Awards | |

The staff also recognizes the contributions of students to the school through their participation in school activities, sports, yearbook, and student council.



PHYSICAL EDUCATION AND ATHLETIC PROGRAM

The Physical Education program at Hugh John Macdonald consists of four areas:

- a) Instructional Program - Phys. Ed. and Health
- b) Intramural Program
- c) Interscholastic Program
- d) Sports Option

INSTRUCTIONAL PROGRAM

It is an expectation that ALL students are properly dressed for the physical education classes. Students must wear either shorts or sweat pants and runners with soles which will not leave marks on the gymnasium floor. Students are required to change for classes and participate in all activities. Hugh John Macdonald's shorts, T-shirts, sweat pants can be purchased at below cost by all students for usage during Phys. Ed activities.

Excused participation from Physical Education classes can only be granted if the request comes from the student's doctor in the form of a medical note. Parents are requested to contact the school by phone if their son or daughter has an injury or a condition which will limit their Physical Education activities. Messages may be left with the school secretary who will forward the information to the appropriate teacher. These requests **MUST** be followed with a doctor's certificate.

It should be noted that **Physical Education is a compulsory program for all students.** Additionally, Grade 9 students require the credit for High School graduation. In other words, a student **CANNOT** graduate from Grade 12 if they have not successfully completed Grade 9, 10, 11 and 12 Phys. Ed. The grade 11 and 12 Phys. Ed requirements have been mandated by our provincial government as of the 2008-09 school year.

INTRAMURAL PROGRAM

The intramural program offers students the opportunity to play or participate in activities during the noon hour. The program allows students to participate in activities parallel to the interscholastic activities but at a less competitive level. A wide range of fun activities is provided. It is expected that students involved in the intramural program are regular attendees in the Phys. Ed. program.

INTERSCHOLASTIC PROGRAM

The interscholastic Phys. Ed. program is a competitive program. Students may be selected to represent Hugh John Macdonald in competition with other schools in the following areas:

- | | |
|-------------------------|-----------------|
| - Cross-Country Running | - Baseball |
| - Volleyball | - Outdoor Track |
| - Basketball | - Soccer |

The Interscholastic Phys. Ed. Developmental Program encourages student participation and skill-building. If numbers warrant, students may be part of a Developmental Team.

STUDENT ATHLETES

Those students who are selected to represent Hugh John Macdonald on an interscholastic team must remember that they are **students first**. Therefore, student athletes are expected to:

- attend school daily and be on time.

- behave appropriately in classes, hallways and during all school activities.
- complete assigned class work to the best of their ability.
- train with the cross-country or track team.

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ATHLETIC AWARDS

The Physical Education staff and coaches acknowledge those students who excel in a particular sport, who provide leadership and display good sportsmanship. These awards are granted to individuals or teams. Those teams who qualify for the finals in any sport are recognized by the Winnipeg School Division.

Each year, the Physical Education staff and coaches select the outstanding male and female athlete of the year. This is the highest honour awarded in the sports program.

INDUSTRIAL ARTS AND HOME ECONOMICS

The Industrial Arts and Home Economics programs are taken at Niji Mahkwa School. In order to ensure the safety of all Hugh John Macdonald students, school bus transportation to Home Ec./Industrial Arts is provided. All students are expected to be on time for bus departure on their designated Home Ec/Industrial Arts day.

The Grade 7 and 8 students are assigned by homeroom to Niji Mahkwa and will rotate through a variety of programs. These programs will introduce the students to woodworking, metal, electronics, sewing, cooking and drafting. Grade 9 students who have chosen this option will have the opportunity of selecting their “shops”.

EAGLES’ CIRCLE

Eagles’ Circle is an off-site alternative program of Hugh John Macdonald School. It is located in Rossbrook House, 658 Ross Avenue. It is designed for aboriginal students in Grade 7 – Grade 9, who choose to learn in a smaller setting with individualized programming. Students enrolled in Eagles’ Circle have access to classes in Art, Computer, Phys. Ed. at Hugh John Macdonald’s main campus and Industrial Arts at Niji Mahkwa School, 450 Flora Avenue. Eagles’ Circle is staffed by two teachers – James Tyson/ Jennifer Flamand and one educational assistant - Tamara Rondeau.

EAL (English as an Additional Language) OFF CAMPUS

The EAL Off Campus is located at 129 Isabel Street. It is designed as a welcoming reception learning center for a diversity of EAL students with English learning needs. Many of these students arrive from across the globe and this is their first classroom experience in the Canadian context. The leader teacher is Ms Gibson and the Educational Assistant is Ms Wesley. Students from this site are able to access Computer and Phys. Ed. at Hugh John Macdonald’s main campus and Industrial Arts at Niji Mahkwa School, 450 Flora Avenue. It is the goal of staff to assist the students in a timely integration to full participation at the main campus.

STUDENT SERVICES

PRINCIPALS

Mr. Vinh Huynh, Principal and Ms Val Mowez, Vice-Principal are available for consultation and dialogues with students, parents and community members.

STUDENT SERVICE TEACHER

Our Student Service Teacher is available to meet with students and/or parents/guardians to provide assistance of a general or personal nature to all students. Services and information are provided in a wide variety of areas such as course selection, career planning, high school information, personal relationships and many other issues that affect a student's psychological, emotional, social, physical, mental, and academic well-being. Given the sensitive and private nature of many of these issues, confidentiality is a key expectation for the service offered by our Student Service Teacher.

HOMEROOM TEACHERS: If you wish to meet with your child's homeroom teacher to discuss academic progress, contact the school to arrange an appointment.

APPOINTMENTS

Students need to make an appointment in the main office if you wish to see the Principal or the Vice-Principal. The office staff will give you an appointment slip with the time of your meeting.

If it is an emergency, come to the office and we will arrange for you to see a student service teacher immediately. If they are unavailable, you may see the Principal or Vice-Principal. It should be understood that the student service teacher is there to help students with a variety of issues, which they may encounter. Any discussions with students are confidential.

Parents: If you are experiencing some problems with your son or daughter, please feel free to contact the school and discuss your concerns with an administrator or a student service teacher.

OTHER STUDENT SUPPORT SERVICES

If students require assistance in their learning and their academic studies, there is a Resource Teacher from whom they can receive assistance. Services can be accessed through self-referral, parent or teacher referral. Ms Gigi Fallorin is the resource teacher who coordinates this program and works with Educational Assistants to support student learning. Ms Fallorin and Ms Gibson can be consulted about the E.A.L., A.A.A. (Academic Achievement Aboriginal Students), Special Education, Life Skills and L.A.C. Programs that are available in the school.

WINNIPEG SCHOOL DIVISION LIAISON OFFICERS

Winnipeg School Division Community Liaison Officers are also available to assist parents, students and families.

<u>Name</u>	<u>Community</u>	<u>Phone</u>	<u>Home School</u>
Eulalia Bairos	Portuguese	786-5631	Hugh John Macdonald
Lucila Carrasco	Spanish	786-1401	Tec Voc
Binh Hui	Chinese	942-6965	Sister MacNamara
Perla Javate	Filipino	783-7131	Daniel McIntyre
Nam Vu	Vietnamese	783-7131	General Wolfe

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HUGH JOHN MACDONALD COMMUNITY SUPPORT WORKERS

Mr. Robin Dyer, Aboriginal Community Support Worker 786-5631

Mrs. Elizabeth Martim, Cross-Cultural Support Worker 786-5631

Mr. Dyer and Mrs. Martim take on the responsibility for developing positive relationships amongst the school, the parents, and the community. They build these relationships by visiting homes, organizing workshops for parents, networking with community based organizations, and most importantly develop positive relationships with students. The work that they do on a daily basis is grounded in a commitment to respect the confidentiality of students and their families.

HUGH JOHN MACDONALD SCHOOL RESOURCE OFFICER

Constable Tara White 786-5631

Constable White works with students and staff at Hugh John Macdonald, Victoria-Albert, Dufferin, and Pinkham schools. She is committed to strengthening relationships among the Winnipeg Police Service, our schools and community. She works towards building these relationships by consistent and regular dialogues and meetings with everyone on such diverse issues as mediation, law related workshops, participation in school life events with students and staff. Please do not hesitate to contact her to start the process of getting to know an active member of our school community.

CHILD GUIDANCE CLINIC COUNSELORS

Counselors from the Child Guidance Clinic, located at 700 Elgin Avenue, phone number 786-7841, assigned to Hugh John Macdonald School are:

Ms Blanche Obradovic - Social Worker

Ms Tianna Radons - Psychologist

Ms Lindsay Knutson Smith - Speech-Language Pathologist

Arrangements to meet with these counselors can be made through the administration or the Guidance Department. Parents/Guardians permission are required for students to receive service and support by these counselors on a regular basis.

MEDICAL ASSISTANCE

INJURIES

If a student accidentally receives an injury during a school activity, or on the way to or from school, or for any other reason....a student must report this injury to the office or a teacher immediately. This will ensure that the student will receive assistance, first aid and that the parent/guardian will be informed.

If the injury requires a doctor's attention, parents/guardians will be notified by the school. The parent/guardian will be asked to pick the student up and have them taken to a doctor.

Parents: If the injury is severe, the school will call an ambulance and your son or daughter will be taken to the hospital. You will be notified immediately about the injury and the hospital to which your son or daughter was taken. A teacher will remain with the student until a parent/guardian arrives or medical attention is provided.

Note: The cost of the ambulance service is the responsibility of the parents.

SCHOOL INSURANCE

Each year the Winnipeg School Division grants an insurance company permission to offer students a variety of insurance coverage for a nominal fee. The information about the insurance coverage offered is sent to the homes by way of your son or daughter in early September. If you did not receive your information, please contact the school and we will send it to you.

Note: We strongly recommend that you purchase this coverage to defer and cover such health costs as

GENERAL INFORMATION

FIELD TRIPS AND SCHOOL ACTIVITIES

The field trips and school activities during the year will vary from team, grade level, to total school activities.

1. Team Activities: planned by a grade team for that group of students. These trips are educational and curriculum-related and serve to foster team spirit.
2. Subject Areas: these field trips will be educational and curriculum related.
3. Total School: these activities will be organized by staff or the student council.... i.e. dances, spirit days, field day, closing exercises, etc....

LOCKERS

Students will share a locker with another student. It is our expectation that both students will respect each other's personal belongings and will keep the locker organized and clean. The locker is for storing necessary clothing and school related materials. We are strongly recommending that students not bring valuables such as MP3/CD players/iPods/cell phones to school.

NOTE: STUDENTS ARE NOT TO MOVE FROM AN ASSIGNED LOCKER INTO ANOTHER LOCKER WITHOUT OBTAINING PERMISSION FROM THE OFFICE.

The school supplies a combination lock for the lockers. It is very important that students NOT give their combination to other students in order to prevent loss of belongings. The school cannot be responsible for items lost from a student's locker. However, we will do everything we can to help a student find the missing items.

It should be understood that if a student loses the lock, it will be their responsibility to replace it. Students are required to take all of their textbooks, writing materials and gym equipment with them in the morning or afternoon. The only time that students are allowed to go to their locker is if they have the permission of their homeroom or subject teacher. It is important to make this a habit to be organized and the necessity to go to the locker will be reduced.

ELECTRONIC and other EQUIPMENT

Students are encouraged not to bring cell phones, iPods, game players and pagers to the school. Parents/Guardians are asked to phone the school and speak to a secretary or an administrator if they need to speak with their son or daughter during school hours. Electronic items that go off during class will be confiscated and returned to the student after the first time only. Parents will be asked to pick up confiscated items in the office thereafter.

All types of electronic music/multimedia players should be left at home or in the locker. Head phones are not allowed in class. Again these may be confiscated and returned to the student after the first offence at the end of the day and by the parent thereafter. If students must bring expensive items to school, they should be left in the office until dismissal time.

Laser pens and pointers are not permitted in any school in the Winnipeg School Division. If a student brings these items to school they will be confiscated and returned only to a parent or guardian.

Items that are confiscated by staff will be returned to the student after the first time only. Parents will be asked to pick up confiscated items in the office.

Hugh John Macdonald School assumes no responsibility for lost or missing electronic music/multimedia players/cell phones or other related items.

TEXTBOOKS

Textbooks are extremely expensive and necessary resources which the school purchases for student use and learning. It is our expectation that textbooks will be taken care of by the student and returned in good condition.

COMPUTER USE POLICY

Hugh John Macdonald School has a computer lab available for instruction and student use. As well, there are computers in the library and in all classrooms. Students are taught to develop the appropriate technological skills, which includes access to the Internet. Each student must sign an "On-Line Information Form" prior to gaining access to the use of the Internet. This form is a commitment by the student to refrain from any activity on the Internet that compromises the school, including inappropriate interaction with other computers, connecting to inappropriate web sites, etc.

BREAKFAST PROGRAM

The Breakfast Program operates out of the school Cafeteria from 8:25AM to 8:55 AM every morning. All students are welcome to come to the school and have a nutritious breakfast to start the day. The Breakfast Program is also important for students who need to be at school for early morning sports, clubs and dance activities. There is no cost to students for the Breakfast Program.

LUNCH HOUR

Hugh John Macdonald has a Cafeteria and Canteen that are open from 11:45AM - 12:10PM for students. Students are able to purchase a lunch at a reasonable cost or supplement their lunch with fruit, dessert or a beverage. Students are also able to purchase treats from the canteen. Only those students who live a far distance from the school stay for lunch. Students who have practices or intramural sports are also allowed to remain for lunch. All lunches must be eaten in the cafeteria.

NOTE: Lunch privileges will be taken away from any student who displays unacceptable behaviour such as running around, not cleaning and throwing out lunch debris or eating in an area other than the cafeteria.

Those students who remain for lunch will be required to leave the Cafeteria at 12:10PM. Students may go outside to get some fresh air, study or play quiet games in the library or participate in intramurals (if available) in the gym before the bell rings at 12:40 PM.

LIBRARY

Students are able to access classroom libraries in addition to the main library on the third floor.

BUS RIDERSHIP

The “Bus Ridership Program” is a program designed by the Department of Education for the purpose of increasing the safety of the students who travel by bus to and from school and on field trips. The students receive practical training in the Fall and Spring of each school year. Teachers are required to review the program prior to each field trip when a bus is used to transport the students on the activity.

FIRE DRILLS

Fire drills are held during the school year in order to make students and staff aware of the fire exits and the expected behaviour required of the students during these drills. We hold a total of **ten practice fire drills** throughout the school year. It is our expectation that students walk quietly and quickly in an orderly fashion to the designated fire exit. The safety of all students depends upon the proper response of the students to the fire drill procedures.

EVACUATION AND LOCK DOWN DRILLS

We will practice at least one evacuation, lock out, and lock down drill with our entire school per calendar year. Parents will be notified by lock out letter prior to the drill being practiced. If on the rare occasion where there is an actual evacuation or lock down, parents will be informed by letter in a timely manner after the event.

DRESS CODE

The dress code for Hugh John Macdonald is simple and easy to follow.... dress in an appropriate manner for school. Clothing that is fashionable on the beach or worn on a stage by a popular band, is not necessarily appropriate clothing to be worn in the school. Clothing that has improper and/or offensive language, designs or pictures printed on it, is NOT to be worn at the school. The student will be required to change the article of clothing in these cases. If in doubt, check with the office.

HATS, CAPS AND BANDANAS ARE NOT TO BE WORN IN THE SCHOOL. Hoodies are not to be worn with the hoods over the heads. Jackets and coats are to be left in the student's locker.

STUDENT COUNCIL

The Student Council representatives are elected by each of the homerooms. These representatives, from each class, the president, vice-president, and the secretary-treasurer form the body of the Student Council.

The Student Council executives are elected by the entire school population from the Grade 8 students who are running for those positions.

The role of the Student Council is to organize the various student activities for the year, arrange for the participation of the student population in one or two of the humanitarian events such as raising funds for the telethon, Children's Hospital research, etc.. The Student Council works with the teachers who act as advisors. The Student Council executive also form part of the Hugh John Macdonald Parent/Teacher student committee.

PARENT COUNCIL

The Hugh John Macdonald Parent Council is a group of interested parents/guardians who support the school academic programs and activities. The President and the parents meet on a monthly basis with the administration and a staff representative. Parents are encouraged to join and take an active role in the school process.

HIGH SCHOOL BURSARIES

Applications for high school bursaries are available to all Grade 9 students in February. Bursaries are based on financial need and attendance in Grade 10.