



2023|2024

HUGH JOHN MADCONALD

INFORMATION GUIDE



SCHOOL INFORMATION

Mission Statement

Hugh John Macdonald School provides a safe, caring environment for students' grades 7-9. Our staff foster positive relationships with students and are highly qualified to help your child succeed academically. 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:

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

Hugh John Macdonald is committed to:

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

Code of Conduct

The code of conduct was developed to establish an environment of mutual respect, safety and academic achievement. Students are expected to act in accordance with the following:

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.

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.

Dress Code

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health and safety at school or school sponsored events. The word "clothing" as used includes accessories such as rings, earrings, necklaces, purses, backpacks, chains, and shoes.

Clothing that has improper 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.

Clothing which is usually worn over indoor clothing for protection from outside elements may not be worn during the school ^[SEP]day except as required for religious or medical purposes. This would include coats, jackets, caps, hats, scarves, and gloves.

Attendance Policy

The Attendance Policy helps students take greater responsibility for a good attendance record. Regular attendance is important for success in school.

Parents or Guardians may visit or call the school at any time to check on their child's attendance. Parents/guardians may contact teachers directly, either by telephone or by e-mail, at any time during the year whenever questions arise about attendance or student performances.

The attendance policy is implemented as follows:

- After **2 absences** the teacher will contact the Parent/Guardian by telephone and inform them of the situation.
- Once a student accumulates **5 absences in a course**, the parent will receive a letter from the principal.
- An additional letter is sent home when a student accumulates **10 absences in a course**.

The letter states that the student **is at risk of not receiving credit** for courses in which they have 10 absences. A meeting will then take place should there be exceptional circumstances, which would warrant alternative measures to be taken.

Safe Arrival Reporting System

Safe Arrival Reporting System allows parents/guardians to report student absences by phone, web or smartphone app. Parents/guardians can call in an absence to the system by reporting through Safe Arrival and you will not receive a phone call from the school.

With **SafeArrival**, you are asked to report your child's absence in advance.

1. Using your mobile device, download and install the **SchoolMessenger app** from the Apple App Store or the Google Play Store.
2. Use the SafeArrival website, <https://go.schoolmessenger.ca>.
3. Call the toll-free number **1-855-278-4513** to report an absence using the automated phone system.

Absences must be reported in the Safe Arrival System no later than 9:00 am on the day of the absence. If the school has not been informed of a student's absence, the call back will contact phone numbers provided by 9:30 am as well as in the evening.

In cases of prolonged illness, the school will provide homework packages for the student, which parents can pick up in the office.

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.

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 Principal, Vice-Principal or Counsellor,

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

Late Policy

The Late Policy is closely related to the Attendance Policy. The objective is to help students appreciate the importance of attending classes on time. It is our expectation at Hugh John Macdonald that students be on time for school every day. The first bell rings at 8:55 a.m. and morning classes begin promptly at 9:00 a.m. and the afternoon bell rings at 12:40 p.m. and classes begin promptly at 12:45 p.m.

When a student is late for class, they are required to sign in at the office and fill out a late slip. They will not be permitted into class without such slip. If the late problem persists, the office will contact the student's parent.

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.

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 wilful 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.

A student participating in any school activity under the influence of alcohol or drugs will be suspended. The parents/guardians will be contacted and required to attend the school for re-admittance. Possession of or trafficking of drugs will result in suspension and police contact.

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.

Electronics and other Equipment

Students are encouraged not to bring cell phones, game players or other expensive electronic devices to the school. Parents/Guardians are asked to phone the school and speak to a clerk or an administrator if they need to speak with their son or daughter during school hours. Electronic items that disrupt the learning of others will be confiscated and returned to parents (they will be asked to pick up confiscated items in the office thereafter).

Head phones are not allowed in class and may be confiscated and returned to the student after the first offence at the end of the day.

The camera/video function of all electronic devices (e.g. camera, cell phones, iPods etc.) is strictly prohibited except with the prior permission of the principal or a classroom teacher for a class/school/Division project/event.

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

Cyber Misconduct

Cyber misconduct is the misuse of technology to invade or threaten personal privacy or to disrupt the school's culture of learning. Cyberbullying is the use of technology to threaten, ridicule and spread rumors or to defame character and will not be tolerated. Serious cases of cyber misconduct may warrant suspension and/or removal from our school community and involvement of Law Enforcement.



GENERAL INFORMATION

Visitors

All visitors to the school must report to the main office. We discourage students from having friends from outside the school visit or meet them at the school. The school is to be viewed as a place of learning. Students are expected to report anyone who does not have legitimate reason to be on school grounds or in the building to school staff. ^L_{SEP}

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, serving 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 cell phones or gaming devices 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.

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 11:45 a.m. -12:15 p.m. for students. Students are able to bring a lunch from home or to purchase a lunch ticket from the office for \$3.00.

NOTE: Lunch privileges will be taken away from any student who displays unacceptable behaviour such as running around, not cleaning etc.

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.



Fire Drills

Fire drills are held during the school year in order to make students and staff aware of the fire exits and expected behaviour required of the students during these drills. We hold a total of ten practice fire drills throughout the school year. 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 and lock down drill with our entire school per calendar year. Parents will be notified prior to the drill being practiced. If, on the rare occasion, there is an actual evacuation or lock down, parents will be informed by letter in a timely manner after the event.

Change of Address or Phone

If you move or your personal information changes during the school year, inform the office immediately. In addition, notify the office regarding changes to emergency contact information. To make any of these changes, visit the office or contact the school at 204-786-5631.



*Students and community members at our annual holiday luncheon

Medication and Medical Conditions

Parent/guardians should notify the office if a student requires medication to be administered during the school day. The Winnipeg School Division offers URIS (Unified Referral and Intake System) to develop health care plans for students with medical conditions. Please notify the school if your child has an ongoing or newly diagnosed medical condition. Parents/guardians are advised that school staff may not provide or administer over the counter medication.

Medical Assistance

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, the school will notify parents/guardians. 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.

Bicycles

A bicycle rack is accessible at the front of the school. Students who choose to ride to school should ensure bicycles are chained and locked to the racks using a U-lock. They may purchase one from our bicycle repair program at the beginning of the school year. **The school assumes no responsibility for bicycles brought to school.**

Lost and Found

If clothing items are lost, please check the lost and found boxes located in the office. For other items, check with office staff. Any items found should be taken to the office so they can be reclaimed.

Parent Advisory 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 regular basis with the administration and a staff representative. Parents are encouraged to join and take an active role in the school process.

Tri-Conferences

Tri-conferences provide an opportunity for parents/guardians to discuss their child's academic progress with their teachers. Parent-Teacher conferences are held twice annually, once in the middle of each semester.

F.A.S.T. Program

FAST Program brings multiple families together once a week in dynamic after-school gatherings. In each session, trained FAST Team members guide families through a structured agenda of activities that enhance parenting skills and reduce family stress while encouraging family bonding.

Peaceful Village

- Peaceful Village is an after-school program offered at HJM held in our Learning Commons space at Hugh John Macdonald School from 3:30 to 6:30, Monday to Friday. Students interested are encouraged to talk to their homeroom teachers for more information and to visit the main office for an application form.

Program Benefits:

- Teachers and community volunteers help students build their conversational and academic English vocabularies
- Students receive help with their homework
- Grade nine students who successfully complete the program will earn \$1000.00 towards post secondary education program of their choice
- Each student will receive funding to explore an artistic passion
- Snacks, dinner and a ride home are provided



The Village Kitchen Gathering is a family and community dinner hosted by Peaceful Village once a month to prepare a meal together and discuss important school and community issues that impact students, caregivers, and families.