

## RESPECT & RESPONSIBILITY

### WRDSB Code of Conduct (Board Policy 6001)

All members of the school community are expected to comply with the expectations outlined in the WRDSB Code of Conduct.

[For full code of conduct, please review Policy 6001 on the WRDSB website.](#)

### BE COURTEOUS; BE GOOD NEIGHBOURS:

Students are ambassadors of SJAM. They are expected to be good citizens: courteous, polite, and helpful. Students will not trespass on the property of neighbours or loiter at the plazas. Please make your purchases and return to the school property.

Students must obey all signage (e.g. no smoking, no loitering, no trespassing: at our neighbouring plazas. Smoking in front of plaza businesses is not permitted and may result in fines or being prohibited on business property. In all areas, please do not litter or loiter, and please be courteous and respectful to all members of our community.

### SHOW RESPECT IN HOW YOU DRESS

Going to school is like going to work. While students are encouraged to dress casually and in clothes that they feel comfortable wearing, it is important to keep in mind that some fashion trends and style choices may not always be appropriate for school. Students are expected to dress in a manner appropriate for a learning/working environment.

### BE RESPECTFUL TO OTHERS

As stated in The [Bullying Prevention and Intervention Policy \(6009\)](#), the WRDSB believes that every student has the right to be treated with respect, dignity and to feel safe at school. It is an expectation that all interactions between all members of the school community are positive in nature, which precludes the use of inappropriate, hurtful, threatening or demeaning language, comments, and actions.

Students can expect that any inappropriate comments and actions will be addressed by a staff member and that consequences will be progressive in nature, potentially resulting in suspension from school.

*“Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person’s body, feelings, self-esteem or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.” (PPM 144)*

Bullying can take many forms:

- *physical (hitting, pushing, tripping)*
- *verbal (name calling, mocking, making sexist, racist or homophobic comments)*
- *social (excluding others from a group, spreading gossip or rumours),*
- *through the use of technology (spreading rumours, images or hurtful comments through the use of e-mail, cell phones, text message, Internet websites or other technology). Bullying using technology is often referred to as cyberbullying.*

Bullying will not be accepted on school property, at school-related activities, on school buses, or in any other circumstances (including online) where engaging in bullying will have a negative impact on the school climate.

Students who engage in bullying behaviour can expect for their behaviour to be addressed by a vice-principal, school consequences and may include police involvement.

## HEALTH & SAFETY

### STUDENT DROP-OFF & PARKING

Traffic is congested around the school. Students are encouraged to walk to school or use public transit when possible. Please drive carefully and watch for pedestrians.

**Please do not drop off or pick up students in the school bus zone on the front driveway off Laurelwood.** Follow the signs to **proceed past the school bus zone** in order to avoid creating dangerous conditions for the wheel-chair accessible and special education busses that use this zone. The back driveway is not to be used for drop off/pick up. Student parking is in the bottom third section of the parking lot.

### SMOKING & VAPING

No smoking or vaping on school property; it’s the law. Failure to adhere to this rule may result in a suspension and/or a fine issued by the Waterloo Region By-Law Officer. This includes the use of e-cigarettes and vaporizers (inhalation devices).

### CROSSWALK

Students who walk or take the bus and must cross Ira Needles Blvd. should use intersection traffic lights. The pedestrian markings on Laurelwood are not an official crosswalk; exercise care and caution and yield to traffic when crossing the street.

### ANAPHYLAXIS

Many students have life-threatening allergies to foods, scents, or other substances. We are a scent-aware and nut-aware site, and do not permit the use of latex gloves or balloons at school. If you need to carry an EpiPen with you, please inform the main office and be sure to keep your EpiPen on your person at all times, including field trips.

### KEEP YOUR BELONGINGS SAFE

- *Whenever possible, leave your valuable items at home.*
- *Never leave your personal items unattended.*
- *You will be assigned a locker for your personal use. You must not use any other locker than the one assigned to you.*
- *Sharing lockers is not permitted. Do not share your locker combination.*
- *Gym change rooms are not secure areas. Leave valuable items in your locker.*
- *SJAM is not responsible for lost or stolen items.*

## STUDENT DISCIPLINE

It is important that all students have a safe, caring, inclusive and accepting school environment in order to maximize their learning potential and to ensure a positive school climate for all members of the school community.

Pursuant to the Education Act, principals are required to maintain proper order and discipline in schools, and students are responsible to the principal for their conduct and are required to accept such discipline as would be exercised by a reasonable, kind, firm and judicious parent.

To meet the goal of creating a safe, caring, and inclusive school environment, the Waterloo Region District School Board supports the use of positive practices as well as consequences for inappropriate behaviour, including progressive discipline, which includes suspension and expulsion where necessary. [The WRDSB Policy 6008 on Student Discipline is available on the WRDSB website.](#)

## ACADEMICS

### MISSED WORK

It is expected that students complete all assigned work in a timely manner. Work that has not been submitted will be deemed “incomplete” for the purposes of grade reporting. Failure to complete all required work will negatively impact a student’s final grade, and may prevent successful attainment of the credit.

### MISSED TESTS/DUE DATES DUE TO AN ABSENCE:

Students are expected to:

- *Complete all work missed during any absence.*
- *Contact all teachers regarding missed work upon return to class.*
- *Contact teachers ahead of time if you know you will be absent.*
- *Write tests/hand in assignments missed immediately upon your return to school provided that the absence is valid.*
- *Valid reasons for missing a test or assignment due date include:*
  - *full day absence from school for illness validated by a parent or guardian (or student over 18 years);*
  - *parent-approved absence for prearranged reason, such as specialist appointment, family event, vacation, school-sponsored activity, or religious holiday (in these cases, the student must discuss the test/assignment that will be missed before the absence), or bereavement.*

A parent or 18 year old student may NOT validate a single period or partial day absence on the day of a test or assignment deadline. If a student falls unexpectedly ill, they must sign out and communicate to their teacher, office staff, and their Vice-Principal before their departure that they will miss the test/deadline.

If a student misses a test for a reason that administration would define as invalid, they may not be able to write the test or complete an alternate assignment. Thus, their grade may be affected up to and including the full value of the test.

### ACADEMIC INTEGRITY POLICY

Some students will knowingly or unknowingly commit academic offences. If a student is suspected of committing an academic offence, the teacher will inform administration and will meet with the student to determine the nature and extent of the incident and the student’s understanding of the situation and intent. Students who commit an academic offence will face one or more of the following consequences:

- *Completion of a plagiarism/academic integrity assignment (to be completed in PASS during lunch).*
- *Redoing part or all of the assessment under direct supervision, or completing an alternate assignment.*
- *Limited access to academic recognition, school awards and scholarships.*
- *Additional consequences related to the student’s behaviour, including detentions and/or suspensions.*
- *Parent/guardian phone call or meeting.*

### EXAMS AND SUMMATIVE EVALUATIONS

Students are required to be present on the assigned date for all their examinations and summative evaluations. Absence from an exam requires medical documentation, or administration approval in advance of the examination.

Vacations, trips abroad and summer jobs (e.g. camp counsellor training) are not acceptable reasons for missing exams or final evaluations.

### FULL-TIME STATUS

All students are required to carry a full course load, which includes four courses per semester. Fifth-year students or students in exceptional circumstances may apply for part-time status through consultation with their Guidance Counsellor.



### TIMETABLE CHANGES

Any concerns with timetables/courses should be discussed with a guidance counsellor. Students may book appointments on-line from the school website (guidance tab). Considerations for timetable changes will be made on an individual basis and dependent on course availability and posted timetable change deadlines.

### FULL DISCLOSURE FOR GRADE 11 & 12 COURSES

A student taking any grade 11 or 12 courses has up to five instructional days after the mid-term report card to drop the course in order for it not to appear on their school transcript.

## TECHNOLOGY AT SCHOOL

### USE OF SCHOOL COMPUTERS & CHROMEBOOKS

Use of school computers, Chromebooks, and other technology (e.g. iPads) is a privilege, not a right. Student in grades 9 through 12 must bring their Chromebooks to school fully charged each day. A protective case is encouraged. Students may be expected to pay the replacement/repair cost for lost or damaged Chromebooks .

Computer and/or network privileges may be revoked for unacceptable conduct in class or on-line, and students may be subject to disciplinary action. In order to maximize use and ensure security, please review the WRDSB Responsible Use Procedure available on the board website ([www.wrdsb.ca](http://www.wrdsb.ca)).

### CELL PHONES & ELECTRONIC DEVICES

Cell phones and other personal communication devices must never disrupt the learning environment. When in class, your cell phones should be turned off and out of sight, unless otherwise directed by your teacher.

Cell phones must never be used to take photos or videos in class without a person’s knowledge and consent. This is a violation of privacy. Inappropriate use of your cell phone may result in it being confiscated by a vice-principal. The use of external speakers in hallways is prohibited. Please be respectful of the learning environment.

SJAMSS is not responsible for any lost, stolen or damaged cell phones or electronic devices.

### SJAM IS ONLINE WITH SCHOOLDAY

[www.school-day.com](http://www.school-day.com) or follow the link on [jam.wrdsb.ca](http://jam.wrdsb.ca)

School-Day is an online portal that lets us instantly share news and events and gives parents the ability to make payments and complete permission forms online. Please help us improve our communications and reduce the amount of paper our school uses by registering for School-Day today!

Student cards can now be purchased through School-Day, and remember that a student card is required for participation in all school dances, athletics, clubs and arts activities.

**DARE TO BELIEVE. EXPECT TO SUCCEED.**

Learning together, Caring for each other: SJAM is a caring environment where together we can learn to be our best.

SAFE, CARING & INCLUSIVE SCHOOLS POLICY @ SJAM

# WE ARE SJAM

## WE BELIEVE

**WE CELEBRATE**, respect, and recognize the diversity within our school.

**WE REJECT** all forms of intolerance and prejudice on the basis of race, religion, sex, gender identity, sexual orientation and family status.

**WE ARE COMMITTED** to the elimination of discrimination in our school.

**WE SHARE THE RESPONSIBILITY** of eradicating expressions of prejudice and challenging the attitudes that allow them to emerge.

## STAY INFORMED:

Visit [jam.wrdsb.ca](http://jam.wrdsb.ca) for school & WRDSB information

Follow Sir John A. Macdonald on Twitter:  
[@SJAMHighlanders](https://twitter.com/SJAMHighlanders) & [@SJAMJohnnymac](https://twitter.com/SJAMJohnnymac)

Make Johnny Mac your friend on  
Facebook



SIR JOHN A. MACDONALD

PROUD HOME OF THE

# HIGHLANDERS

EST. 2004

## STUDENT INFORMATION & CODE OF CONDUCT 2018-2019

### SIR JOHN A. MACDONALD S.S. HOME OF THE HIGHLANDERS

650 Laurelwood Drive.  
Waterloo, ON  
N2V 2V1  
519-880-9979

Web: [jam.wrdsb.ca](http://jam.wrdsb.ca)  
Twitter: @sjamhighlanders

**PRINCIPAL**  
Ms. Shortreed

**VICE-PRINCIPALS**  
Mr. Williamson (A-G), Ext. 5512  
Mr. Millar (H-N), Ext. 5513  
Ms. Bistolos (O-Z), Ext. 5511

**OFFICE SUPERVISOR**  
Mrs. Straus, Ext. 5501

**GUIDANCE SECRETARY**  
Mrs. Cressman, Ext. 5520

**GUIDANCE COUNSELLORS**  
(caseloads by student last name)  
Ms. M. Hilliard (A-Dn)  
Ms. T. Angel (Do-Ka)  
Mr. M. Richardson (Kb-L, Z)  
Ms. D. Lemon (M-Q)  
Mr. G. Todd (R-Y)

We at SJAM take great pride in our students' commitment to learning, to their school, and to their community. We value your contributions to our Highlander community, and are proud of the ways in which you model our collective values of positivity and commitment. SJAM students daily exemplify our school motto:

**DARE TO BELIEVE; EXPECT TO SUCCEED.**

### ATTENDANCE

Regular school attendance is an important contributor to school success and is also a legal requirement. Students are expected to attend all assigned classes. All absences for students under the age of 18 must be approved by a parent or guardian. Students 18 years of age and older may validate their own absences.

#### "What do I do if I'm absent?"

There are two different ways to report an absence. Please use one of the following options:



Parents or guardians may call 519-880-9979. Follow the prompts (Dial 1 for attendance; then press 1 for surnames A-L and 2 for surnames M to Z). Voicemail is available 24/7.



Students may bring in a signed note to the Attendance Desk in the Main Office upon return to school. Please be sure to include the student's name, your name and relationship to the student, date of the absence, and the reason for the absence.

#### "What do I do if I'm late for class?"

- If you are less than fifteen minutes late, go directly to class and sign-in with your teacher.
- If you are more than fifteen minutes late, please sign in at the Attendance Desk in the Main Office.
- In either case, your late arrival will be recorded by your teacher and you may be assigned a consequence by your teacher.
- If a student continues to be late or misses an assigned detention, parents will be contacted by the teacher, and the Vice-Principal will meet with the student to determine appropriate consequences, following the progressive discipline model.

#### "What do I do if I have an appointment in the morning?"

If you are absent for any portion of the day, you must sign-in with the office when you arrive: E.g. if you have an appointment in the morning and arrive at school during the middle of lunch, you must sign-in at the main office before going to your next class.

**You must sign out at the office if you need to leave for any reason during the school day.**

Our school website is an important source of current WRDSB and school information:

[jam.wrdsb.ca](http://jam.wrdsb.ca)