

# **At SJDA We Make Great Choices**

## ***SIR JAMES DUNN ACADEMY***

### **Student Handbook**

Sir James Dunn Academy is a District 10 middle school/high school serving grades six to twelve. Our Mission Statement is:

#### **To Ensure that all Become Lifelong Learners in a Safe and Inviting Environment**

We encourage each student to develop academically and socially, challenging them to set and reach meaningful, realistic goals. Sir James Dunn Academy has a proud tradition of preparing students well for their post-secondary careers. Over 80% of our graduates usually go on to post-secondary education.

#### **Academic Success**

##### **Middle School Years**

In Grades 6, 7 & 8, students will build the foundations for future academic success. The Middle School Team will implement programs to help each student develop confidence, form healthy relationships, and succeed academically. A variety of same grade and combined grade groupings will provide a diverse learning experience for each student. There are numerous extra-curricular activities in which students are encouraged to participate.

There are 3 reporting periods for middle level students equally distributed over the school year.

##### **High School Years**

Students in Grades 9 and 10 will follow a set curriculum in Math, Science, History, English, Technology, and Physical Education, preparing them for their final high school years. Grades 11 and 12 students will work towards fulfilling the requirements for graduation; (17 credits out of 20). In both Grades 11 and 12 the student will combine compulsory and elective courses. The Guidance Counsellor and Administrators will help students plan their programs to meet the requirements of specific post-secondary institutions or to prepare for the work force.

There are 4 reporting periods for high school students in November, February, April, and June. Students are evaluated on all aspects of their school work, receiving percentage grades that indicate their level of achievement. The pass mark in all subjects is 60%.

Regular class work is important, so students should attend school each day, be prepared to contribute to the class, and make up work missed due to absence. Homework is often necessary to reinforce what has been done during the class.

Teachers are available to assist students or conference with parents to update them on student progress.

### **ESST - Educational Support Services Team**

The Guidance Counsellor, an ISD Counsellor, Teacher Representatives, the Resource Teacher and Administrators meet to address students' needs. The team works within the school and with outside support agencies to better meet the needs of SJDA students.

### **Peer Tutors/Mentors**

Peer Tutors both at SJDA are senior students who assist younger students with academic and social concerns. Questions concerning this program should be addressed through the office.

### **COMMUNITY AND RESPECT**

We encourage a sense of community in which everyone is respected and valued. We acknowledge the unique needs, talents and aspirations of each individual within the community, and celebrate successes. To this end, we clarify the following expectations for acceptable behavior:

#### **Positive Conduct**

All members of the community will maintain a high standard of positive conduct and mutual respect.

- Students will bring materials to class and complete assigned work to the best of their ability.
- Students will respect school property, and the property of other's.

### **Attendance**

SJDA encourages regular attendance at school to ensure that each student achieves success.

To participate in extra-curricular programs, students need to maintain an acceptable attendance record, and be present at school on the day of any scheduled event.

Our safe arrival program provides daily phone calls to the homes of absent students. Parents should call or send a note to explain absences. Students with unexcused absences may be required to make up lost time from classes.

At the High School Level, students who are absent from more than 15 classes in a course might need to comply with a re-entry program; this would be explained during a case conference.

A student needing to leave school early must have permission to do so from a parent, either through a note or a phone call prior to the student signing out at the office.

Students should arrive at school on time for both the morning and afternoon sessions; late students must obtain a late slip at the office. Chronic lateness will be reported to parents and a plan will be put in place to encourage timely arrival.

**Student Automobiles**

Students may park on school property in designated areas. For safety reasons, the staff discourages students from travelling in other students' vehicles. Parents should provide the office with written permission for their child to travel with others.

**Use of Lockers**

Each student is assigned a locker, which should always be closed and locked when not in use. A student who loses a lock will be charged for a \$10 replacement. Students should report any problems to Mr. Logan. For safety reasons the administration can access students' lockers at any time.

**Textbooks**

Students are issued textbooks for which they are responsible at the beginning of each semester.

**Smoking**

SJDA actively discourages the use of tobacco, and there are consequences for students who disrespect the smoking policy. A smoking cessation program can be provided for students who wish to stop smoking.

**Drugs and Alcohol**

The use or possession of illegal drugs or alcohol while in school or during a school-sponsored activity is strictly prohibited, and will result in suspension from school and referral to the RCMP.

**Health Services**

A student who becomes ill at school should report to the office, so that we can contact parents and make appropriate arrangements. Parents should provide information about chronic health conditions and ensure access to essential medications, such as ventolin puffers or EPI pens.

**Lost and Found**

Lost and found articles are handled by the school office.

**Using the Bus**

Students who travel on the school bus must respect the driver and other passengers. Drivers will report misconduct to the office, resulting in consequences for the student involved.

**SJDA Cell Phone Policy**

Our cell phone policy is explained in a document that students must sign at the start of school in September.

**Student Activities****Student Activity Student Fees**

The \$40.00 student fee collected in September will be used by the school and student council for funded activities such as dramatic or musical productions, co-curricular programs, and special events; it also entitles each student to the use of a locker, and provides student calendars.

## SCHOOL CALENDAR FOR 2014-2015

### 2014 First Term

September	01	<b>Labour Day Holiday</b>
	02	All Grade 6 and 9 students attend
	03	First Pupil Day/First Bus Day (Full Day)
October	09-10	Professional Learning Days
	13	Thanksgiving Day
November	10	Report Cards
	11	Remembrance Day Holiday
	14	Parent-Teacher/School-based PD Day
December	19	Last Day of First Term

### 2015 Second Term

January	05	Professional Learning Day
	06	First Day of Second term for Students
	19-23	Exam Week (Grades 9-12)
	26-27	Turnaround Day (Grades 9-12 only)
	28	Second Semester
February	02	Report Cards (Grade 9-12 only)
	13	Professional Learning Day
March	02-06	March Break
	23	Report Cards (Middle Level only)
	27	Parent-Teacher/School-based PD Day
April	03	Good Friday
	06	Easter Monday
	20	Professional Learning Day
	21	Report Cards (Grade 9-12 only)
May	01	Subject Council Day
	04	NBTA Union/PD
	18	Victoria Day Holiday
June	08-12	Exam Week (Grades 9-12)
	18	Grand March & Prom
	19	Last Day of the School Year & Graduation Ceremony
	22	Grade 12 Transcripts mailed to Colleges and Universities