



HALIFAX CENTRAL JUNIOR HIGH

1787 Preston Street
Halifax, Nova Scotia B3H 3V7
Telephone: 421-6777 Fax: 421-2868

www.halifaxcentral.ednet.ns.ca

Follow us on Twitter: @hfxcentjh

Administration

Robert MacMillan
Karen Williams
Kathy Reinhardt

Principal
Vice Principal
Administrative Assistant

Halifax Central Junior High Calendar 2017-2018

August 30 th	Late Registration Day
September 4 th	Labour Day (no classes for students)
September 5 th	Organization Day (no classes for students)
September 6 th	PD Day – (no Classes for students)
September 7 th	First day of school for students
September 8 th	School Photos
September 14 th	Stand Up Against Bullying Day
September 21 st	Curriculum Night
September 29 th	PD Day – No Classes for Students
October 9 th	Thanksgiving Day (no classes)
October 23 rd	Grade 7 Immunization Clinic (1 of 2)
October 26 th	School Dance 6:30 – 9 p.m.
October 27 th	Provincial Conference Day (no classes for students)
November 13 th	Remembrance Day Observed (no classes)
November 22 nd	Assessment and Evaluation Day (no classes for students)
November 27 th	Report Cards go Home
December 5 th	Holiday Music Concert – 7 p.m.
December 7 th	Prof. Dev. Day (no classes for students)- a.m./Parent Teacher Int. 1-3 p.m./6-8 p.m.
December 21 st	Last Day of Classes- Christmas Break
January 3 rd	School Reopens
February 14 th	School Dance 6:30 – 9 p.m.
February 19 th	Mona Louise Parsons Heritage Day (no classes)
March 9 th	Assessment and Evaluation Day – No Classes for Students
March 12 th -16 th	March Break
March 29 th	Report Cards go Home
March 30 th	Good Friday (no classes)
April 2 nd	Easter Monday (no classes)
April 17 th	Gr. 7 Immunizations – a.m.
April 19 th	Professional Development Day (no classes for students)- a.m. Parent- Teacher Interviews 1-3 p.m. and 6-8 p.m.
May 7-8	Music Trip
May 18 th	Professional Development Day (no classes for students)
May 21 st	Victoria Day (no classes)
May 24 th	Gr. 7 Orientation – 6 p.m.
May 29 th	Spring Concert – 7p.m.
June 6 th -9 th	Grade 9 Trip
June 12 th	Celebration of Student Success – 2:15 p.m.
June 18-22	Grade 9 Exams
June 25 th	Grade 9 Dance – 6:30 p.m. – 9:30 p.m.
June 27 th	Grade 9 Closing Ceremony 10 a.m.
June 28 th	Assessment and Evaluation Day (no classes)
June 29 th	Last day of school – Final Report Cards go home- 10 a.m. dismissal

**Please visit the school's website for additional important dates as the school year progresses*

WELCOME

It is with great pleasure that we welcome you to our school for the coming school year. We believe that each of you brings to the school a unique combination of energies, talents, and interests. Our programs have been designed to provide you with opportunities to reach your potential and strive toward excellence.

MISSION STATEMENT

The mission of the school as a dynamic, caring community of life-long learners is to create engaging learning opportunities by providing a safe and respectful setting in which **each** person's gifts and talents are valued, self-confidence is cultivated, the pursuit of excellence is promoted, and improvement is honoured.

SCHOOL DAY

8:30 a.m.	Teacher supervision begins
8:50 a.m. -8:55 a.m.	Homeroom
8:55a.m. - 12:00 p.m.	Morning Session
12:00 p.m. - 1:10 p.m.	Lunch
1:00 p.m.	Teacher supervision resumes
1:10 p.m. -1:15 p.m.	Homeroom
1:15 p.m. - 3:15 p.m.	Afternoon Session
3:15 p.m.	Students dismissed for the day

DISMISSAL:

Students are dismissed, with teacher's permission, at the bell at the end of the day. Extra help and extra-curricular activities may take place after dismissal.

Whenever possible, medical, dental and other appointments should be scheduled outside of class time. If you must leave the school, please report to the office and sign out. A written note from your parent/guardian must be shown to your teachers to verify the absence. **You are responsible for making up any missed work.**

LUNCHTIME:

Students may choose to stay for lunch by signing up for Halifax Central's lunch program. Signed permission forms must be submitted to the main office; students are not permitted within the building unless under adult supervision throughout the lunch hour. Students attending extra-curricular opportunities at lunch, or attending extra-help, are also expected to remain under adult supervision throughout that period.

SCENT and ALLERGY AWARENESS

Students, staff and all visitors to the school are asked to refrain from the use of scented products while at school or on school sponsored events.

Halifax Central has a number of students and staff who suffer from severe allergies. This includes severe nut allergies. It is imperative that no peanut products or tree nuts be brought to school. This applies to all products that may contain traces of peanuts as well. Please read the ingredients on the labels of all foods and snacks that students may bring to school.

MEDICATIONS AND MEDICAL CONDITIONS

Please remember, the office must be informed of any students with medical conditions, including allergies, and all students carrying medications. The appropriate documentation must be completed and filed with the main office to ensure student safety.

EMERGENCY PROCEDURES

1. Evacuation

- If a fire is suspected within the building, all staff, students and visitors have the responsibility to sound the fire alarm. When the alarm sounds, everyone must leave the building immediately and assemble at their fire location points on the sidewalk. All students, staff and visitors will follow the recognized procedures.

2. Relocation

- If the school is evacuated, the Principal or designate in charge will assess the situation and determine if it is necessary to move the staff and students to a relocation site. Our sites are LeMarchant St. Thomas (primary location) or Sir Charles Tupper Elementary School (secondary location).

3. Isolations: Hold and Secure or Lockdown

- The means of announcing the isolation will be determined by the urgency of the situation and the safety of the students and staff. Depending upon the nature of the situation, the building may be locked and access restricted.

Throughout the year, students will practice following these procedures in a safe manner. It is important that all students take any drill activities seriously as these are designed to ensure the safety and security of all in the case of a real situation.

PROGRAMS

School programs are organized under the direction of program and instructional policies established by the Nova Scotia Department of Education and Early Childhood Development and the Halifax Regional School Board as directed by the Board's administrative staff.

COURSES OFFERED

Students in grades 7, 8, and 9 are expected to take the full academic program offered at the school. This includes English Language Arts, Social Studies, Science, Math, French, Physical Education, and Healthy Living. Art, Family Studies and Tech Ed may be offered as elective courses at some grade levels. Many students also take Instrumental Music as an elective course.

MUSIC PROGRAM

Many of our students participate in the school music program. These students play in the string ensemble, the instrumental band, jazz band or sing in the choir. We take great pride in the performance quality of these groups.

COURSE OUTLINES

Teachers prepare course outlines at the beginning of each school year. This information is shared with you and the outlines are made available to your parents/guardians at the Curriculum Night at the beginning of the year.

EXTRA HELP

All teachers offer extra help sessions for students. You may ask teachers for extra help at any time. The regular times that teachers offer extra help will be communicated in the fall. Parents/guardians are encouraged to ask their child about the times available for each class. It is wise to take advantage of this help as soon as you find yourself experiencing difficulty in any given subject.

STUDENT SUPPORT SERVICE

Student support staff includes the school administration, the guidance counsellor, the student support teacher, and the resource teachers.

Staff offers assistance to students individually and in small groups. If you are having difficulty, they will provide an opportunity for you to gain subject specific help as well as the opportunity to develop study and time management skills. The resource teacher, student support teacher and guidance counsellor use students' strengths as the key to overcoming difficulties you may be experiencing.

Counselling is available to all students who want help with personal problems, organizational skills, course planning, and career choices. Your parents/guardians are invited to call the counsellor with any questions or concerns they have. The counsellor also makes referrals to outside agencies as well as to the support services offered by the Halifax Regional School Board.

CLASSROOM EXPECTATIONS

Each teacher develops classroom routines which help establish a positive learning climate according to her or his subject discipline and teaching practices. The schools expectations and classroom routines and procedures will be explained in the first few days of class.

ATTENDANCE

At our school, it is understood that there is a high correlation between regular attendance and school achievement. You are accountable to both your teacher and parents/guardians for your absences. *Your parents/guardians are asked to telephone the school (421-6777) if you will be absent or late on a given day (voice mail available 24 hours/day). There is also a direct link on the school website for parents to notify the office by email under "safe arrival".*

LATES

Students are expected to arrive to class by 8:50am and 1:10pm. Starting on time and ready to learn will assist you in being successful in your classes. A pattern of frequent tardiness is considered detrimental to learning and will be referred to the office for discipline. Late slips are issued at the office and are mandatory before entering class. A pattern of lates will be referred to school administration.

LIBRARY

The Library is an integral part of the instructional and co-curricular program of the school. It has a collection of print and electronic resources which support the program of studies. It promotes the use of these resources, and encourages the development of library skills and habits.

TEXTBOOKS

Textbooks are issued and collected by subject teachers. Textbooks are loaned to you and are expected to be returned each June in reasonable condition. If a book is lost, stolen, or destroyed, you must replace it. Information concerning textbooks and their cost may be obtained from the vice-principal.

LOCKERS

Each student will be provided with a locker and combination lock. The combination is registered with school administration. You have access to lockers before/after school, morning and afternoon. Access at other times may be granted by subject teachers or through the office. A \$10.00 fee is levied on top of the rental fee should the lock go missing during the year.

VALUABLES

Please do not bring large sums of money or valuables to school. You are responsible for the care and safety of your personal belongings including electronic devices. While the school cannot accept responsibility for lost or stolen articles, all thefts should be reported to the office immediately. During Physical Education classes, **nothing of value should be left in pockets or backpacks in the changing room.**

LOST AND FOUND

The "lost and found" box is located in the lower corridor near the back entrance. Items, which have been found, are placed there.

CLUBS AND ACTIVITIES

Involvement in clubs and activities is an important and rewarding part of school life. Clubs change each year depending upon student interest and coordinator/ teacher supervisors available.

ATHLETICS

The athletic teams at our school have a long tradition of excellence as they compete with other schools within Halifax and the municipality. The school teams are dependent on the availability of staff who coach or who can act as advisors to external non- staff coaches.

SCHOOL FUNCTIONS

When you attend a school function, even when away from the school building/property, you are expected to demonstrate responsible behaviour. School functions include dances, athletic events, concerts, trips and any other activity that is sponsored by the school. All school regulations apply at these functions. You will be made aware of specific rules and expectations.

INTERNET ACCEPTABLE USE POLICY

The Internet can be a valuable educational tool for students. As information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate or use. They might encounter information that is inaccurate, controversial and potentially harmful. School staff neither permits nor condones the use of inappropriate materials in schools, regardless of format. Parents/guardians are therefore encouraged to discuss the use of the Internet as an information source with their child. To ensure that students will benefit from the school's Internet resources, all users are expected to adhere to the following guidelines:

1. ACCEPTABLE USE

- At school, the Internet must be used for the educational objective set by the teacher.
- The use of computer facilities for any illegal activity, including violation of copyright or any other laws is prohibited. Students are reminded to avoid plagiarism.
- Be polite and non-abusive in your messages to others. Use of school board technology for bullying or harassment is strictly prohibited.
- Personal information such as addresses, phone numbers, gender, age and unauthorized images should not be shared through the Internet.
- Be aware that email and all other activity on computers are not guaranteed to be private. Staff who operate the system do have access to all mail, documents and activity. Only IMP Web mail accounts supplied by the school are to be used by students.
- Any user who receives or is aware of inappropriate communication or behaviour is to report this to the appropriate school staff member.

2. SECURITY

- Do **NOT** share your password.
- Do **NOT** use another user's account.
- Do **NOT** use the computer or network in such a way that it disrupts the use of the system, services, traffic or equipment. Disruptions include, but are not limited to, propagation of computer viruses and using a network to make unauthorized entry into any other machine.

3. VANDALISM

- Any purposeful alterations or damage to the computers or system is strictly prohibited.

CONSEQUENCES

Discipline for inappropriate use may include (but is not limited to): temporary or permanent revocation of access to computers/systems, disciplinary action under the school and regional codes of conduct and/or legal action.

DISCLAIMER

Although this policy has been carefully prepared and reviewed, the Board assumes no liability for any errors, omissions or misinformation. Use of any information obtained via the Internet is at the user's own risk. The board is not responsible for any damage suffered by a user. This includes, but is not limited to: loss of data resulting from delays, non-deliveries or service interruptions. Your signature in the Agenda Book indicates you have read and understand the Halifax Central Junior High School Internet Acceptable Use Policy.

LOCKER AGREEMENT RULES & REGULATIONS

In accepting the *privilege* of using a locker for the current academic year, you must agree to abide by the following conditions:

1. Access to lockers will be from 8:30 to 8:50 a.m.; 12:00 to 12:05pm; 1:00 to 1:10 p.m.; 3:15 to 3:45pm. Individual access at any other times *may* be granted periodically. There should be no need to return to lockers between classes or during class time. Being detained at the lockers **is not an excuse for being late** for am/pm registration.
2. No food, drink or debris should be left overnight.
3. There may be periodic unannounced inspection of lockers.
4. The top of the lockers will be kept uncluttered.
5. A combination lock will be provided by the school. **Other locks are not permitted.**
6. There is ***no sharing*** of lockers except in cases where a locker is purchased for two members of the same family or at the discretion of the administration.
7. Locker distribution is at the discretion of administration. The students will not necessarily receive the same locker in subsequent years and there are not enough top lockers for all students.
8. For security reasons, it is very important ***not*** to give your combination number out or to ask others to retrieve or place things in your locker.
9. If it is necessary to revoke or suspend locker privileges, no refund will be made.
10. The cost to replace a lost lock is \$10.00. Students will be required to turn their locks in at the end of the year.
11. Locker privilege can be revoked by the administration with cause at any time.

Locker Number: _____ Lock Serial Number: _____

Combination: _____

STUDENT NAME: _____ **HOMEROOM:** _____

PLEASE COMPLETE THIS PAGE OF YOUR AGENDA BOOK, REMOVE IT AND RETURN IT TO YOUR HOMEROOM TEACHER.

INTERNET ACCEPTABLE USE POLICY

STUDENT

I understand and will abide by the Acceptable Use Policy. I further understand that any violation of the Acceptable Use Policy is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked, disciplinary action and/or legal action may be taken.

Student's Signature

Date

PARENT/GUARDIAN

As the parent/guardian of this student, I have read the Acceptable Use Policy. I understand that if my child violates the Acceptable Use Policy, the child's access privileges may be revoked and disciplinary action and/or legal action may be taken.

Parent's / Guardian's Signature

Date

WEBPAGE PUBLISHING

Permission is required before an image of a student or their name may be published on any school website or publication. Only the student's first name is used on our website. Please initial below to indicate your preference with respect to your child's image on our website.

My child's image and first name may be published on school websites and twitter.

My child's image only may be published on school websites.

I do not want my child's image published on school websites

**PLEASE COMPLETE THIS PAGE OF YOUR AGENDA BOOK, REMOVE IT
AND RETURN IT TO YOUR HOMEROOM TEACHER.**

STUDENT MEDIA RELEASE FORM

I, _____, hereby
(Name of Student or Parent/Guardian if Student is under 18 years of age)

consent to my child/children being:

- filmed
- audiotaped
- interviewed
- videotaped
- photographed

by the media (print and broadcast), and employees, agents or servants of the

Halifax Regional School Board on _____ Sept 8th, 2016-June 30th 2017
(Date)

at Halifax Central Junior High/Halifax Central Junior High Events
(Location)

Name of Student: _____

Home Telephone Number: _____

Name of School: _____

(Signature of Student or Parent/Guardian if Student is under 18 years of age) (Date) _____

**PLEASE COMPLETE THIS PAGE OF YOUR AGENDA BOOK, REMOVE IT
AND RETURN IT TO YOUR HOMEROOM TEACHER.**

SCHOOL CANCELLATION – STUDENT INFORMATION FORM

HRSB Policy B.012 (revised in June 2004) states: “there may be circumstances when school is cancelled during the day. This decision will be communicated to all schools as close to 11:00 a.m. as possible.” The following procedures apply to decisions about dismissal of students when school cancellation occurs during the day:

- 5.4 In the event of school cancellation during the day, for students who walk to school, parents may designate beforehand, in writing by completing Appendix A, that their child should be dismissed to their home, or to a previously designated location, or picked up at the school by their parents within the normal hours of the school day.

**In the event of school cancellation during the day
(please check one and provide the required information):**

- Dismiss my child to walk home.
- Dismiss my child to the following location _____
- Before my child is dismissed to walk home I would like to be contacted by phone.
- My child should remain at school until he/she is picked up by (list all authorized adults):

(Student Name)

Parent/Guardian’s Name (s) _____

Phone Numbers to be used in the event of school closure during the day (please list in order of preference):

Name	Relationship to Student	Phone/Cell Number(s)
1.		
2.		
3.		

Signature of Parent/Guardian

Date

PLEASE COMPLETE THIS PAGE OF YOUR AGENDA BOOK, REMOVE IT AND RETURN IT TO YOUR HOMEROOM TEACHER.

**Lunch Program
Permission Form**

I hereby give my permission for _____ to participate in the Halifax Central Junior High lunch program. I am aware that the program requires my child to attend each day that school operates, unless they have a signed note indicating other arrangements. The lunch program is held within the school between 12 noon and 1:00 pm. and students may not leave until 1:00 pm. I am also aware that if my child is participating in another program offered at noon by the school (Intramurals, Clubs, Band, Choir, etc) they must check in with the lunch supervisor first.

Signed: _____
(parent/guardian signature)

**IF YOU ARE ATTENDING THE LUNCH PROGRAM PLEASE COMPLETE
THIS PAGE OF YOUR AGENDA BOOK, REMOVE IT AND RETURN IT TO
YOUR HOMEROOM TEACHER.**

**YOU ARE NOT REQUIRED TO RETURN THIS FORM IF YOU ARE NOT
PARTICIPATING IN THE LUNCH PROGRAM.**

