

SIR ALLAN MACNAB SECONDARY SCHOOL

2025-2026 STUDENT AND FAMILY HANDBOOK



Sir Allan MacNab Secondary School

145 Magnolia Drive

Hamilton, Ontario L9C 5P4

Phone: (905) 383-3337 **Fax:** (905) 574-6010

Website: www.hwdsb.on.ca/macnab

This handbook aligns with the Ontario Ministry of Education's expectations, the Ontario Human Rights Code, and Hamilton-Wentworth District School Board policies, including its Equity and Inclusion, Safe Schools, and Accessibility frameworks.

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1. Equity and Inclusive Education

At Sir Allan MacNab Secondary School, we are committed to creating a safe, inclusive, and affirming environment where every student can succeed. Our practices reflect the **Ontario Education Equity Action Plan** and the **Hamilton-Wentworth District School Board's Policy 3.1: Equity and Inclusion**.

We value the identities, experiences, and voices of our diverse student population. We actively work to dismantle systemic barriers to education and promote dignity and belonging for all students, including those who identify as:

- Indigenous, Black, racialized, or newcomer
- Two-Spirit, lesbian, gay, bisexual, transgender, queer, intersex, or asexual (2SLGBTQIA+)
- Living with disabilities or mental health needs
- From a faith-based, multilingual, or culturally specific background

Equity in Action at MacNab:

- Access to faith and creed-based accommodations (see Section 25)
- Opportunities for student voice through leadership, clubs, and equity groups (see Section 21)
- Application of progressive discipline (see Section 10) that is restorative and culturally responsive
- Use of differentiated instruction and Universal Design for Learning (UDL)

For more information on the HWDSB Equity Policy, visit: [FINAL-POL_Equity-Inclusion2024.pdf](#)

2. Land Acknowledgement

We acknowledge that the land on which we learn, work, and gather is the traditional territory of the **Haudenosaunee** and **Anishinaabe** peoples. This territory is covered by the **Dish with One Spoon Wampum Belt Covenant**, an agreement to share and care for the resources around the Great Lakes.

Today, this land continues to be home to many Indigenous peoples from across **Turtle Island**. We are grateful to live, learn, and work in mutual respect and responsibility. As a school

community, we are committed to reconciliation through education, relationship-building, and action.

3. School Contact Information

- **School Name:** Sir Allan MacNab Secondary School
 - **Address:** 145 Magnolia Drive, Hamilton, ON L9C 5P4
 - **Phone Number:** (905) 574-1334
 - **Website:** <https://www.hwdsb.on.ca/macnab/>
 - **Attendance Reporting Line:** 1-844-506-4350
 - **Attendance App:** SchoolMessenger
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4. Attendance and Student Accountability

Regular attendance is essential for academic achievement and student well-being. Students are expected to attend all scheduled classes, assemblies, and programs. Attendance is a legal requirement under the **Education Act**.

How to Report an Absence

Parents/Guardians must report absences by:

- Calling 1-844-506-4350 (24/7 automated line)
- Using the **SchoolMessenger App**
- Visiting the school's attendance webpage

If no reason is provided, families will receive automated alerts. If absences continue without documentation, staff will follow up directly.

Prolonged Absences and De-Registration

- After **5 days** of unexplained absence: student is flagged, and family is contacted
- After **15 days**: student is removed from the school register
- Re-entry requires a meeting with administration

Signing Out

If a student needs to leave during the school day:

- A parent/guardian must report the dismissal in advance
- Students must leave school property after signing out

- Students may not remain in bathrooms, stairwells, or halls after signing out

Truancy and Restricted Movement

Students may not roam hallways, visit unsupervised spaces, or linger in stairwells during class time. Truancy will result in **progressive discipline**, which may include:

- Teacher/student conversation
 - Parent/guardian contact
 - Detentions or privilege loss
 - Referral to administration
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5. Academic Integrity and Use of Artificial Intelligence

All students are expected to complete work with honesty and integrity. This includes:

- Submitting original work
- Giving credit for sources used
- Not copying from peers or using unauthorized tools

Use of AI Tools

Artificial Intelligence (AI) tools (e.g., ChatGPT, image generators) may only be used when permitted by the teacher. Unapproved use may result in academic consequences.

Plagiarism or using AI to generate entire assignments **without consent** is a breach of academic expectations. We are committed to teaching students how to use AI ethically, critically, and responsibly.

HWDSB is currently developing official guidelines for responsible AI use. Until then, all use must follow school instructions and teacher directions.

6. Assessment, Evaluation, and Reporting

Sir Allan MacNab's assessment and evaluation policies are aligned with:

- The **Ontario Ministry of Education's Growing Success document**
- **HWDSB Assessment and Evaluation Guidelines**

Our goal is to support learning, growth, and achievement through fair, transparent, and inclusive practices.

Assessment Practices

All evaluation must:

- Align with curriculum expectations
- Be based on clear success criteria
- Use the Achievement Chart (Knowledge, Thinking, Communication, Application)
- Be rooted in **professional judgment**
- Use **triangulation**: Products, Observations, and Conversations

Equitable Practices

Teachers use strategies such as:

- Universal Design for Learning (UDL)
- Differentiated Instruction (DI)
- Tiered Interventions
- Culturally relevant and responsive teaching

Assessment methods are communicated at the start of each course and revisited throughout.

Attendance and Evidence of Learning

Final grades reflect the most consistent and recent demonstration of learning. Students who are absent may miss opportunities to demonstrate this. Teachers and families will work collaboratively to support completion.

7. Assignment Submission and Missed Assessments

Students are expected to meet all assignment deadlines and complete assessments on scheduled dates. When this is not possible:

- Students must **communicate with their teacher** as early as possible
- Teachers will make **reasonable efforts to collect missing evidence**
- Late penalties may be applied but:
 - Must be fair and transparent
 - **Must not exceed 10%** of the value of the task
- A mark of **zero will not be automatically assigned**

A zero may only be given when:

- Communication with home has occurred and been documented
- All reasonable supports have been offered and exhausted

Teachers may still accept work up until the **end of the semester** if justified by mitigating circumstances (e.g., illness, caregiving responsibilities, mental health needs).

8. Reporting

Student progress is reported through:

- **Provincial report cards** (issued twice a year)
- Ongoing communication between students, teachers, and families

Grades are based on overall curriculum expectations and reflect learning that is:

- Most consistent over time
- Most recent in nature

Reporting aligns with **Growing Success** and **HWDSB's Assessment and Evaluation procedures**.

9. Student Code of Conduct

The **Sir Allan MacNab Code of Conduct** is based on the Ontario Ministry of Education's **Provincial Code of Conduct** and **HWDSB's Safe Schools Policy**.

We expect all members of the school community to:

- Demonstrate **respect, civility, and responsible behaviour**
- Contribute to a safe, inclusive, and caring school environment
- Act with **integrity and empathy**, both in-person and online

The Code of Conduct applies:

- On school property
- During all school-related events (in and out of the building)
- Online, including on social media, when the behaviour affects school climate

View the HWDSB Student Code of Conduct: [Code of Conduct | Hamilton-Wentworth District School Board](#)

10. Progressive Discipline

Progressive discipline is a whole-school approach that uses a range of responses to help students make positive choices. Responses may include:

- Conversations or reflection sheets
- Parent/guardian meetings
- Restorative practices
- Detentions or loss of privileges
- Referral to support services
- Suspension (for more serious cases)

Decisions are made based on:

- The nature and context of the incident
- The impact on others
- The student's history
- **Equity considerations**, including special education needs and cultural context

Learn more:

[FINAL-Student-Behaviour-and-Discipline21.pdf](#)

11. Bullying Prevention and Intervention

Bullying is **repeated, persistent, and aggressive behaviour** that causes fear, distress, or harm to another person's body, feelings, or reputation. It involves a power imbalance and can be physical, verbal, social, or electronic (cyberbullying).

At Sir Allan MacNab, bullying is not tolerated. All incidents are taken seriously and addressed in accordance with **HWDSB's Bullying Prevention and Intervention Policy**

Responses May Include:

- Interviews with those involved
- Restorative discussions
- Safety planning
- Behaviour contracts
- Ongoing monitoring and support

More information: [Bullying-Procedure.pdf](#)

12. Suspension and Expulsion of Students

Suspensions or expulsions may occur when student behaviour poses a threat to safety, well-being, or learning. These measures are **not automatic** and are used only when necessary.

Reasons May Include:

- Physical violence or threats
- Possession of prohibited items
- Acts of discrimination, hate, or harassment
- Repeated disruption or refusal to follow school rules

Disciplinary decisions follow **Ontario Regulation 472/07**.

Students and families will receive communication outlining reasons, duration, and support options.

The HWDSB Phoenix Program offers academic and social-emotional support for students serving long-term suspensions or expulsions.

[Suspension & Expulsion | Hamilton-Wentworth District School Board](#)

13. Access to School Premises

During school hours, all **students and staff** have access to the building. All **visitors**, including parents and guardians, must report directly to the **main office**.

Visitor Expectations:

- Sign in at the main office and obtain approval before proceeding
- Remain respectful and follow all health, safety, and conduct protocols
- Unauthorized visitors may be asked to leave the premises

Prohibited Access:

The principal may deny access to any individual if their presence:

- Is deemed a **safety risk**
 - Violates board policies or school rules
 - Is not reported or documented as required
 - Students **may not invite outside guests** to the school during the instructional day without administration approval.
-

14. Respect for School Property and Facilities

Students are expected to care for the school building and all shared spaces, including:

- Classrooms, hallways, and stairwells
- Washrooms and changerooms
- Outdoor spaces and fields
- School technology, desks, furniture, and lockers

Expectations:

- Use garbage, compost, and recycling bins appropriately
- Do not vandalize or damage school property
- Report any accidental damage to staff immediately

Families may be responsible for the cost of repair or replacement if intentional damage occurs.

15. Locker Use

Lockers are **school property** and may be issued **upon request** from the main office. Lockers are intended for storage of school-related items only.

Locker Guidelines:

- Keep your locker clean and organized
- Do not share combinations or switch lockers without permission
- Do not store valuables or prohibited items
- Report locker issues to the office

The school is **not responsible** for lost or stolen items.

16. Extra Curricular Activities

At Sir Allan MacNab, education extends beyond the classroom. Participation in clubs, athletics, councils, and events supports student well-being, leadership, and connection.

All students are encouraged to join activities that reflect their interests, identities, and strengths.

Examples of Past Offerings:

Fall:

- Junior/Senior Football
- Girls/Boys Volleyball
- Cross Country
- Tennis
- Soccer

Winter:

- Basketball
- Hockey
- Water Polo
- Volleyball

Spring:

- Badminton
- Flag Football
- Track & Field
- Tennis

Clubs and Groups:

- ArtSmart
- Junior Band / Band
- Book Club
- Black Student Union
- Eco Team
- Healthy Action Team
- Heart
- Lion Leaders
- Math Club
- Muslim Student Association
- Positive Space
- Robotics
- Pokémon Club
- Student Council / Announcements
- Tech Crew
- Makers Market
- Prom Committee
- Walk-In Closet
- Yearbook Club
- Reach for the Top

Students are welcome to propose new clubs at any time.

17. Eligibility for Participation in Extra Curriculars

Participation in extracurricular activities is a **privilege**, and students must be in **good standing**.

This means:

- **Regular attendance** in all classes
- **Respectful behaviour** inside and outside the classroom
- **Satisfactory academic effort**

Students with ongoing concerns (chronic absenteeism, repeated behaviour issues, or academic refusal) may lose access to activities until they return to good standing.

Decisions are made by school administration with **equity, Special Education needs, and Mental Health** supports considered.

OFSAA Transfer Rule:

Students transferring from another high school must receive approval through the Ontario Federation of School Athletic Associations (OFSAA) before joining sports teams.

18. Digital Conduct and Online Safety

Digital citizenship is an essential part of student learning and well-being.

Students must:

- Use technology for academic purposes during class
- Refrain from cyberbullying, harassment, or hate speech
- Not record, photograph, or share others without their consent
- Follow HWDSB's Responsible Use Guidelines

Plagiarism, unauthorized use of technology during assessments, and inappropriate social media conduct may lead to **progressive discipline**.

More info: [Digital Citizenship | Hamilton-Wentworth District School Board](#)

19. Graduation Requirements

To earn the **Ontario Secondary School Diploma (OSSD)**, students must complete:

- **30 credits** (18 compulsory and 12 elective)
- **40 hours** of community involvement
- **The Ontario Secondary School Literacy Requirement (OSSLT or OSSLC)**

Graduation requirements may be adjusted for students with special education needs through accommodations outlined in their **Individual Education Plan (IEP)**.

Learn more: [Ontario High School Graduation Requirements](#)

20. Field Trips and Excursions

Field trips enhance classroom learning by offering hands-on, real-world experiences.

Requirements:

- Signed parent/guardian **consent forms**
- Adherence to all **school rules** and Code of Conduct
- Responsibility and respect during the trip — students represent the school

Students who require **financial assistance** to participate should speak confidentially with their teacher or administration.

21. Student Voice and Leadership

Student voice is vital to a thriving, inclusive school culture. At Sir Allan MacNab, students are empowered to lead, influence change, and co-create community.

Leadership Opportunities:

- Student Council
- Athletic Council
- Black Student Union
- Positive Space Committee
- Equity Group
- Peer Mentors
- Event Planning Committees

- Environmental and Wellness Teams

Students may also bring new ideas for clubs or advocacy to any staff member or administrator.

22. Student Dress Code

Students may wear clothing of their choice that:

- Covers undergarments and private areas
- Allows for **full participation** in learning activities
- Is **free from images or text** that are discriminatory, hateful, or explicit
- Respects the school's Code of Conduct and community standards

We support **cultural and religious attire** and recognize clothing as a form of identity and expression.

What the Dress Code Will Never Do:

- Shame students or draw negative attention to their bodies
- Be enforced differently based on body type, gender identity, or cultural background
- Exclude students from learning

23. Communication Protocols for Families

We value open, respectful, and timely communication. If you have a concern or question:

1. **First contact:** your child's classroom teacher
2. **If unresolved:** connect with Student Services or administration
3. We aim to respond to all messages within **1–2 school days**

Staff Contact List:

See **Appendix A** for teacher and staff email addresses. You may also call the main office.

24. Student Support Plans and Individual Education Plans (IEPs)

Students with exceptional learning needs may have an **Individual Education Plan (IEP)**, which outlines accommodations, modifications, and transition plans.

IEPs are created in collaboration with:

- Students
- Parents/Guardians
- Teachers
- Special Education Resource Teachers (SERTs)

We follow **PPM 8** and **PPM 140** from the Ontario Ministry of Education to support learning needs and individualized programming.

To begin, update, or discuss an IEP, please contact the **Special Education Department**.

25. Faith and Creed Accommodations

MacNab Secondary School follows the HWDSB Religious Accommodation Procedure (Policy No. 5.4) to ensure that all students can safely and respectfully observe their faith practices. Students seeking an accommodation should speak with their alpha Vice Principal (VP), who will review the request and communicate with staff as needed when instructional time may be affected. If a student does not wish for their parent or guardian to be notified, that preference will be respected; however, any accommodation requiring a student to miss instructional time must be approved by a parent or guardian through administration to ensure appropriate supervision and safety at all times. Students leaving class for an approved accommodation must carry a hall pass.

26. Reporting Identity-Based Harm and Equity Concerns

Sir Allan MacNab takes all concerns about discrimination, harassment, or identity-based harm seriously.

Students and families can:

- Report directly to a trusted staff member or administrator
- Use the **HWDSB Anonymous Online Reporting Tool**

All reports are investigated and followed up with care and respect.

27. Accessibility and Alternate Formats

This handbook is available in alternate formats, in accordance with the **Accessibility for Ontarians with Disabilities Act (AODA)**. Please contact the main office if you require:

- A **large print** version
- An **e-reader or PDF** format
- A **translated version** in your preferred language

All school materials and communication will be made accessible upon request.

28. Community Resources

We understand that students and families may need additional support outside of school. Below are helpful community services and contact information:

Mental Health and Crisis Support

- **Kids Help Phone (24/7):** 1-800-668-6868
- **COAST (Crisis Outreach and Support Team):** 905-972-8338
- **Suicide Prevention Line:** 905-522-1477
- **Assaulted Women's Helpline:** 1-866-863-0511
- **Sexual Assault Centre (Hamilton & Area):** 905-525-4162
- **Family Services of Hamilton Wentworth:** 905-523-5640
- **Alternatives for Youth (Substance Use):** 905-527-4469
- **Contact Hamilton (Child and Youth Services):** 905-570-8888

Shelters

- **Interval House (Women & Children):** 905-387-9959
- **Inasmuch House:** 905-529-8149
- **Martha House:** 905-523-8895
- **Notre Dame Youth Shelter:** 905-308-8090

Legal and Immigration

- **Legal Aid Ontario – Hamilton:** 905-528-0134
- **Immigration Inquiries (Hamilton):** 905-572-2787

Health and Public Services

- **Hamilton Public Health Services:** 905-546-2424 ext. 7556
- **Child and Adolescent Services:** 905-570-8888

- **Community Health Bus:** 289-260-4948
- **CAMH (Centre for Addiction and Mental Health):** 905-525-1250
- **Hamilton-Wentworth Community Info Line:** 905-528-0104

Newcomer Education and Language Resources

- **Settlement.org – Education in Ontario:**
<https://settlement.org>
- **LINC (Language Instruction for Newcomers to Canada):**
<https://www.language.ca>

If you need help connecting to services, please reach out to Student Services or Administration.

Appendix A: Staff List and Emails

The full list of teaching and support staff along with their email addresses is available:

- On the school website: <https://www.hwdsb.on.ca/macnab/>
 - In printed form from the main office
 - Or upon request from your child’s teacher or guidance counsellor
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Appendix B: School Map

A printed school map is available upon request at the main office. It includes:

- Classroom locations by department
- Main office, Student Services, and Special Education
- Gymnasiums, Cafeteria, and Library
- Accessible entrances and elevators

Please reach out if you require a large print or translated version.

Closing Message

At Sir Allan MacNab Secondary School, we believe that every student deserves to learn in a space that is safe, respectful, and full of opportunity.

This handbook is intended to support your journey through high school by clearly outlining expectations, resources, and supports available to help you thrive.

We are the Lions. We lead with integrity, compassion, and pride.

If you have any questions, ideas, or concerns, please contact us:

- Main Office: (905) 574-1334
- Website: <https://www.hwdsb.on.ca/macnab/>

Let's make 2025-2026 a year of courage, connection, and community.