

RUDOLPH HENNIG JUNIOR HIGH SCHOOL

**STUDENT-PARENT HANDBOOK
2018-2019**



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WELCOME

Rudolph Hennig Junior High School honours Treaty 6 territory and welcomes students from Metis settlements and First Nations communities throughout Western Canada and the Northwest Territories. We strive to build a safe and caring environment where cultural practices and traditions are honoured and celebrated. We work closely with community Elders to bring the truth of Canada's history to our students as we work towards shared reconciliation. We welcome all returning students and extend a special welcome to those of you who are joining the home of the "Ravens". We have a strong commitment to ensuring that all students achieve success.

Respect for yourself and others, a desire to do your best in all of your courses, and a positive attitude, will guide you to success and make your time at Rudolph Hennig Junior High a positive experience. We are excited to join you on this journey.

STAFF LIST

Principal	Mrs. S. Freiheit
Asst. Principal	Ms. S. Gach
Counselor	Ms. L. Nelson
Teachers	Ms. M. Adams
	Ms. L. Bayer
	Mr. C. Belyk
	Mrs. M. Bigotti
	Mrs. L. Burdett
	Mr. T. Gerrie
	Mrs. T. Heartwell
	Mr. S. Hoffas
	Mr. T. Hughes
	Mr. D. Kai
	Miss. R. Khunkhun
	Mr. S. Kutt
	Mrs. J. Olsen
	Mrs. S. Pieterse
	Mr. R. Reid
	Mrs. A. Russell
	Mr. J. Sorenson
	Ms. C. Wildeman
	Mrs. K. Yarmuch
	Ms. M. Yule
	Mr. T. Zurock
Secretary	Mrs. D. Gaumont
Finance	Mrs. M. Tomkow
Library Tech	Mrs. L. Titosky
Educational Assistants	Miss. J. Abbott
	Mrs. V. Delowsky
	Ms. D. Hauch
	Mrs. K. Hover
	Mrs. C. McFawn
	Mrs. A. Rose
	Mrs. D. Walker

RUDOLPH HENNIG JUNIOR HIGH CALENDAR 2018-2019*

August

30 Staff Operational Day
31 Staff Operational Day
31 Grade 7 Student Orientation 1:00-3:00

September

3 Labour Day - No School for Students
4 Classes Begin for All Students
5 Staff Meeting - Early Dismissal 2:00 p.m.
6 Staff and Student Photo Day
6 Open House 6:00 to 7:00 p.m. (Parents, come meet your child's teachers.)
7 Scavenger Hunt and Turkey Dog Lunch
12 Permission Form Booklets Must Be In (no booklet = no DPA walks, no technology use, etc...)
20 Parent Advisory Council (PAC) Meeting 6:00 pm in the Library (AGM & **VOTING** for positions)
24 Bus Evacuation Drill for ALL Students and Staff 2:30
27 Terry Fox Run in AM
28 Photo Retake Day
28 Orange Shirt Day - Every Child Matters (Sept. 30 is a Sunday so we'll wear orange on Friday.)

October

1-4 Read-In Week
3 Staff Meeting - Early Dismissal 2:00 p.m.
5 Professional Learning Day - No School for Students
8 Thanksgiving Day - No School for Students
10 Author Visit - Eric Walters
11 Grade 7&8 Awards for 17-18 in the Gym 1:15-3:00
24 Assembly 2:00 – 3:00 Guest Speaker Jesse Lipscombe
30 Grade 9 Permission Forms for **Take Our Kids to Work Day** Must Be In
31 Lunch Hour Costume Parade

November

7 Grade 9 Take Our Kids to Work Day
7 Staff Meeting - Early Dismissal 2:00 p.m.
9 Remembrance Day Assembly
12-16 Fall Break – No School
26 Progress Reports Available on PowerSchool
28 Parent/Teacher Conferences 4:30 to 8:30
29 Parent/Teacher Conferences 4:30 to 8:30

December

5 Staff Meeting - Early Dismissal 2:00 p.m.
12 Band Concert 7:00 p.m.
21 Last Day of Classes before Christmas Break
21 Flex - Caroling
24 Christmas Break Begins - No School (December 24 – January 6)

January

7 School Re-opens
9 Staff Meeting - Early Dismissal 2:00 p.m.
25-26 Wake-a-Thon
31 Semester Two Begins

* Please note that some of the calendar dates are tentative and may be subject to review and change.

February

6	Staff Meeting - Early Dismissal 2:00 p.m.
7-8	Teachers' Convention - No School for Students
15	Professional Learning Day - No School for Students
18	Family Day - No School for Students
27	Drama Production at the DOW Theatre
28	Drama Production at the DOW Theatre

March

6	Staff Meeting - Early Dismissal 2:00 p.m.
8	Professional Learning Day - No School for Students
8?	Music Festival at DOW for Band Students
11	Progress Reports Available on PowerSchool
14	Parent/Teacher Conferences 4:30 to 8:30
22	Day in Lieu for Parent/Teacher Conferences - No School
25	Spring Break Begins - No School (March 23 - March 31)

April

1	School Re-opens
3	Staff Meeting - Early Dismissal 2:00 p.m.
19	Good Friday - No School for Students
22	Easter Monday - No School for Students

May

1	Staff Meeting - Early Dismissal 2:00 p.m.
7	PAT - Grade 9 Language Arts Part A Final Exam - Grade 7&8 Language Arts Part A
16	Track Meet
17	Professional Learning Day - No School for Students
20	Victoria Day - No School for Students
23	Spring Band Concert 7:00pm
24	Track Meet Rain Out Day

June

5	Staff Meeting - Early Dismissal 2:00 p.m.
19	PAT - Grade 9 Math Part A Final Exam - Grade 7&8 Math Exam Part A
21	National Indigenous Peoples Day
24	PAT - Grade 9 Social Studies Final Exam - Grade 7&8 Social Studies
25	PAT - Grade 9 Language Arts Part B Final Exam - Grade 7&8 Language Arts Part B
26	PAT - Grade 9 Math Part B Final Exam - Grade 7&8 Math Part B
27	PAT - Grade 9 Science Final Exam - Grade 7&8 Science
27	Last Day for Students
27	Grade Nine Farewell Ceremony
28	Operational Day - No School for Students - Report Cards Available on PowerSchool

* Please note that some of the calendar dates are tentative and may be subject to review and change.

DAILY BELL SCHEDULE

	Regular Days	Early Dismissal/Flex Days
Doors Open	8:15	8:15
Rooms Open	8:24	8:24
Warning Bell	8:28	8:28
Homeroom	8:31-8:36	8:31-8:36
PERIOD 1	8:39-9:32	8:39-9:23
PERIOD 2	9:35-10:28	9:26-10:10
Locker Visit, Washroom Break	10:28-10:35	10:10-10:16
PERIOD 3	10:35-11:28	10:16-11:00
PERIOD 4	11:31-12:24	11:03-11:47
Lunch Eating Time	12:24-12:45	11:47-12:07
Noon Activities	12:45-1:05	12:07-12:24
PERIOD 5	1:11-2:04	12:29-1:13
PERIOD 6	2:07-3:00	1:16-2:00

Busses leave from the front of the school at 3:10 on regular school days.

Early dismissal is on the first Wednesday of each month. The dismissal bell rings at 2:00 and busses leave at 2:10.

SCHOOL PROCEDURES

A. ABSENCES

Please phone 780-998-2216 and leave a message 24 hours/day if your child is unable to come to school.

If a student is going to be absent on a particular day, parents are requested to phone the school before 9:00 a.m. We will phone residences of those students whose absences have not been reported by phone. You may also access *Attendance* on our website at <http://rudolphhennig.ca/contact> to email your attendance information.

Students are required to do all assignments that are given during their absence. It is the student's responsibility to approach teachers or classmates to discover what needs to be done.

Although we discourage parents from taking students out of school for extended holidays during the school year, we realize that often these situations are unavoidable. We do request, however, that the administration be notified well ahead of the holiday.

B. ATTENDANCE

Federal, district, and school regulations require that each student be in regular attendance throughout the school year. Studies show that marks improve with consistent attendance in school. As well, the habit of regular attendance prepares students for the world of work.

Attendance will be taken in homeroom class every morning and at the beginning of every class throughout the day. Attendance information can be accessed by parents in the PowerSchool Parent Portal.

Parents must inform the office of a student absence prior to the start of the school day. Please phone (780) 998-2216 or access our *Attendance* email from the contact tab on our website.

C. LATES

It is expected that students will be punctual for school and for each class. Safety is our first concern. If you are late, go to the office to let us know that you are in the school. If you know that you will be late, phone the school and let us know. Creating a routine of punctuality helps prepare our students for the world of work. Habitual lates will result in noon hour detentions or suspension, depending on the situation.

D. LEAVING SCHOOL EARLY

If, for any reason, it is necessary to leave school early, parents must:

1. notify the school, and
2. **sign their child out in the office.**

Under no circumstances are students to leave school during school hours without signing out at the office first.

E. PERIOD CHANGES

The time between periods 1&2, 3&4 and 5&6 is very short and will allow students only enough time to go from one class to the next. Books and materials for these classes are to be picked up from lockers before homeroom or during the scheduled break between periods 2 and 3.

F. PHONES AND PERSONAL DEVICES

Technology serves a purpose and that purpose should be identifiable and educationally valid. While the apparatus belongs to the student, the bandwidth belongs to the school. **Cell phones and other electronic devices, including smart watches, are allowed in the school unless this privilege is revoked by the principal or assistant principal.** If parents choose to send a device to school with their child, the school requires that:

- ✓ **the device be left in the student's locker during class time**
- ✓ the device always be on "silent" mode
- ✓ the device be used responsibly at approved times and at the discretion of the teacher and/or administration
- ✓ students not share devices (parents have agreed to the use of the device and its contents only in regard to their own child; some parents may not be in favour of their child using the device of another student)
- ✓ no digital recordings are taken of **any students or staff** (no photos taken, etc.)
- ✓ no images, software or applications with restricted or adult content are accessed (it is a parental responsibility to ensure appropriate content)

Cell phones can have a positive impact on learning, including research, collaboration and planning. Our goal is to help students develop responsible use practices. Teachers are responsible for the learning that takes place in their classrooms and they have the authority to decide how these devices will be used. Students must respect staff direction in this regard.

Students may use their cell phones to phone or text before 8:30, at the 10:28 break, at lunch, or as directed by staff. On short days, students may use their cell phones before 8:30, at the 10:10 break, at lunch, or as directed by staff. Bringing mobile devices to school can be a risk and as such, the school is not responsible for the loss or damage of these items. A courtesy telephone is in the office for student use.

Students who choose not to adhere to personal device expectations may have personal devices confiscated by staff for the remainder of a period, the remainder of a morning, the remainder of a day, or a parent may have to contact administration to pick up the device. **If you or your child do not wish to have a device confiscated by a staff member, do not bring them to school or adhere to expectations.**

G. HALL LOCKERS, VALUABLES, PERSONAL PROPERTY, LOST AND FOUND

DO NOT TELL ANYONE YOUR COMBINATION NUMBER.

At the beginning of the school year, students are assigned locks and lockers by their homeroom teacher. Students are reminded that the lockers remain the property of the school and are to be kept neat and tidy. Lockers may be inspected at any time.

Rudolph Hennig Junior High is not responsible for lost or stolen items. Students are advised to keep valuables, including cell phones and bicycles, locked. Students are asked **NOT** to take valuables to P.E. class, DPA or option classes, nor to ask their teachers to take responsibility for them. All items should be **labelled** - this includes electronic devices, books, gym materials, boots and coats.

A Lost & Found shelf will be used as a central location for all lost items. Students are encouraged to retrieve their own items in a timely manner as the items will be cleared out several times a year. The school is a public building and students must be very careful to protect their property.

ADDITIONAL LOCK/LOCKER INFORMATION

- Lock and locker assignments may not be changed without the assistant principal's permission. Homeroom teachers do not make these changes.
- Only the locks issued by the school may be used - personal locks from home are not to be used.
- Locks are rented from the school at a cost of \$5.00. If a lock is lost, the student will be charged \$5.00 for a replacement lock.
- There is a small number of extra lockers available on a first-come, first-served basis starting after October 1st. There is a non-refundable fee of \$5.00 for a second locker.

Remember to keep your locker locked at all times!

H. NOON HOUR

Those who can go home should go home for lunch. If students choose to leave the school for lunch, they may not re-enter the school until 1:00 (12:20 on short days).

For those students who stay at school over the lunch hour:

- ✓ Lunch must be eaten in the hallways.
- ✓ Clean up of the hallways is the responsibility of all students.
- ✓ We ask for student cooperation in demonstrating appropriate school behavior in the hallways. Students who chronically misbehave will lose the privilege of staying for lunch and noon hour activities.
- ✓ Some of the activities available over the noon hour include various activities in the library, chatting in the chat rooms, participating in and/or respectfully watching intramurals, seeking extra help from teachers, working on or playing games on the computers in the lab, watching movies in the movie room, attending drama or band rehearsals, and/or participating in Student Council, Me to We or GSA meetings.

I. PERSONAL APPEARANCE

Students at Rudolph Hennig Junior High should be dressed appropriately for a business atmosphere and the activities they participate in at school. Slogans on all clothing should be positive and appropriate for the school setting. Clothing with negative language or advertising, symbols of drugs or alcohol, obscene gestures, or sexually suggestive sayings are not appropriate. Sunglasses are not permitted to be worn in the school.

All students are expected to wear clothing that covers the shoulders, back and midriff area. Tank tops or short tops that expose an excessive amount of the upper body or cleavage are not appropriate for school. Tank tops should have straps that are three fingers wide. Skirts or shorts are expected to cover the upper leg. If the length of skirts or shorts is in question, the administration will have the final say.

All coats and jackets are to be left in school lockers. Students are not allowed to wear hats, bandanas, or have their hood up on their hoodies while in the school building. Students are to remove these items from their head when they enter the school. Shoes must be worn at all times in the school. Students are required to have athletic shoes and suitable attire for every PE and DPA class. **Students must change for PE and dress as instructed for DPA.**

Students who arrive at school inappropriately dressed will be reminded of the dress code and will be asked to change into more suitable clothing from their locker or will be offered clean clothing to change into.

J. WITHDRAWALS OR TRANSFERS FROM SCHOOL

Students leaving the school before the end of the year are asked to inform the office as soon as possible so that the proper paperwork can be completed.

K. ACCIDENTS

The office should be notified immediately when an accident occurs on the school premises. In the event of injury, the student will be assisted and parents will be notified. In the event of parents not being available, emergency contacts will be notified if necessary. An ambulance may be called if there is any doubt as to the safety of the student.

L. FIRE REGULATIONS AND EMERGENCIES

Fire drills will be held at intervals throughout the school year. When the fire bell rings, students (and guests to the school) are to:

- ✓ leave silently along the established route (each classroom has a diagram showing this route)
- ✓ walk clear of the building and muster alphabetically in their homeroom class at the rear of the school on the field
- ✓ wait quietly while roll call is taken

An administrator will verbally and visually indicate when it is safe for students and staff to return, in an orderly manner, to the school.

All students not in their regular class during a fire drill are to immediately leave the school by the nearest safe exit and report to their homeroom teacher once outside.

SCHOOL EMERGENCY

An emergency may include a fire, a dangerous chemical spill, severe weather such as a tornado, or any other emergency situation that may originate inside or outside the structure and endanger the occupants. In the event of an emergency, occupants of the building will be directed toward the safest course of action at our disposal via an announcement, a fire alarm, or by direct instruction from staff.

FORT SASKATCHEWAN EMERGENCY SIREN

Should the nature of the emergency warrant an evacuation of sections of the town site, the following procedure will be followed:

- ✓ the town emergency siren will be operated at a steady wail rather than the usual rise and fall
- ✓ should the siren sound outside of class time (during the noon hour or after school) students must **get inside** and await further instructions

M. FIELD TRIPS

Field trips are an integral part of school and academic life. It is essential that students be on their best behavior on such occasions. Students may be removed from such trips due to unacceptable behavior or may not be invited to attend.

Rudolph Hennig Junior High School Student Behavior Plan

A. PHILOSOPHY

Rudolph Hennig Junior High School and Elk Island Public Schools promotes, reinforces and encourages the growth of student self-discipline, respect and responsible behavior in order to foster a safe and caring learning environment that enhances student achievement. We believe that learning to take responsibility for one's actions and making positive choices is an important component in student growth and learning.

The development of positive student behavior is a shared responsibility between students, staff and parents.

The purpose of our school behavior plan is to encourage appropriate student behavior and to maintain a school environment in which all students can receive the maximum benefits of the education they are receiving. We recognize that a set of rules in itself cannot take the place of individual responsibility; it will, however, provide a framework of our expectations.

In dealing with student misbehavior, we attempt to ensure that “due process” is followed. To help our students get back on track, we involve as many people as we feel necessary, including the school counselor. To teach appropriate behaviour, we may use:

- compensation (a positive action)
- letter-writing (an apology or informative letter about a better course of action)
- student-directed improvement plans
- research tasks (investigating safe and/or appropriate behavior)

UNDERLYING PRINCIPLES

The teacher is the primary disciplinarian and will make every effort to work with the student in disciplinary matters. Teachers will often use strategies to encourage students to behave in a more appropriate manner, including correcting behavior with reminders, reviewing expectations, teaching appropriate behavior during noon hour detention, providing time for the student to self-reflect during an in-class time out, communicating areas of concern with parents/guardians, and/or a referral to administration for further instruction and practice regarding behaviour.

The administrators will use a variety of measures to encourage students to make more positive choices. These measures may include discussion with students, contact with parents, detentions, removal from class/classes for a period of time, in school suspensions from one to three days (depending on the circumstances), out of school suspensions from one to five days (depending on the circumstances) and possible referral to the Board of Trustees with the recommendation for expulsion. All of these options are intended to provide opportunities for students to learn and practice the expected behaviours.

The students have the responsibility to respect the rights and dignity of others and to become actively involved in their own academic and social growth. In accordance with the School Act (Section 12, 2000), students are expected to comply with the following **Code of Conduct**:

- ✓ be diligent in pursuing their studies
- ✓ attend school regularly and punctually
- ✓ co-operate fully with everyone authorized by the Board of Trustees to provide education programs and other services
- ✓ comply with the rules of the school
- ✓ account to their teachers for their conduct
- ✓ respect the rights of others

B. GENERAL CONDUCT

CLASSROOM EXPECTATIONS

The teachers at Rudolph Hennig Junior High recognize that every student wishes to be a successful learner. In order to bring about success, each teacher develops a learning climate appropriate to his or her subject area and teaching practices. Teacher expectations and regulations are explained to students in the first few days of classes and all teachers will expect that, in addition to putting forth their best possible effort, students will behave appropriately. While the following expectations are not new to any child who has attended school, the list may serve as a source for family discussion. The more that parents and staff can support each other regarding these expectations, the more educational success our students will be able to achieve.

Students are expected to:

- ✓ Follow directions of all staff.
- ✓ Come to class on time, with all materials, and be prepared to work.
- ✓ Demonstrate respect for others.
- ✓ Use appropriate language and participate in an appropriate manner.
- ✓ Dress appropriately for a business atmosphere.
- ✓ Complete all homework and assignments on time.

MAJOR MISBEHAVIOR

Major, repeated and/or serious misconduct will result in an out of school suspension ranging from one to five school days. A suspension with referral to the Board of Trustees is for a period of more than five days with the principal's recommendation to expel the student from the school. In accordance with the School Act, following a board hearing, the board has the authority to reinstate the student, permit enrollment in another school/program or expel the student from all schools in the system. In the event of an expulsion, the board must offer the student another educational program.

Major offenses include:

- repeated refusal to follow directions of staff members
- willful destruction of property/stealing
- habitual neglect of duty
- fighting, bullying, verbal or physical abuse directed towards students or staff
- behavior that is a danger to persons or property
- use, possession and/or trafficking of tobacco-type products, vapes, alcohol or drugs
- weapons/firearms, bomb threats
- tampering with fire equipment
- serious breach of the Elk Island Public Schools *Technology Use Agreement*
- conduct that is injurious to the moral tone or physical and emotional well-being of the school or individuals

BULLYING AND HARASSMENT

Bullying is a repeated pattern of behavior intended to intimidate, offend, degrade, judge or humiliate a particular person or group - the bully's target. Although it can include physical abuse or the threat of abuse, bullying can often be psychological. Bullying is a pattern of behavior repeated over a period of time. Other kinds of harassment can focus on specific characteristics such as race, gender, disability etcetera, and may target those who appear to be easy victims.

A bully may:

- deny responsibility for their own behavior
- mask their lack of confidence and low self-esteem with aggressive behaviour
- spread rumors and gossip
- exclude or isolate their targets
- make jokes or comments, verbally or in writing, that are offensive to their targets
- insult or put down the target
- intimidate with words or by using profanity or yelling
- intimidate with actions such as standing too close, rolling their eyes or making inappropriate gestures
- invade privacy by pestering, spying or stalking, or tampering with personal belongings
- physically abuse or threaten abuse

Physical effects of bullying include:

- inability to sleep or sleeping too much
- loss of appetite or overeating
- psychosomatic symptoms such as stomach pains and headaches

Psychological effects of bullying include:

- shock, anger and feelings of frustration, helplessness and vulnerability
- reduced concentration, confidence, morale and productivity
- family tension and stress
- panic or anxiety, especially about going to school
- clinical depression or suicidal thoughts

These practices are not acceptable. Each student individually, and all students at Rudolph Hennig Junior High as a whole, are strongest against these problems when they stand up for themselves and others and refuse to allow bullying and harassment to happen. Positive steps that each student can take against bullying and harassment include:

- ✓ asking the person to stop and then walking away
- ✓ talking to your teachers / counselors
- ✓ talking to your school administration
- ✓ talking to your parents

When students find themselves in difficult situations, such as seeing a fight, seeing a student being bullied or harassed, or being around others that are doing something wrong (i.e. smoking), they have choices. They can walk away from the situation, ask the people involved to stop, and/or go and get help. They should never stand and watch the situation. If they choose to stand and watch, they become part of the problem and as such may face disciplinary actions for being part of the unacceptable situation. Do not be a “bystander”. If you have questions about this, please contact administration.

Let’s stand up together and refuse to allow bullying and harassment at Rudolph Hennig Junior High!

C. ILLEGAL SUBSTANCES AND DRUG PARAPHERNALIA

Elk Island Public Schools considers the use of controlled substances and alcohol, as well as the misuse of prescription medication, to be detrimental to the well-being of students and injurious to the moral tone of the school. Elk Island Public Schools has a comprehensive framework to address substance use that includes staff education, universal prevention strategies and tiers of intervention services. The division partners with the RCMP and AADAC for both prevention and intervention strategies.

As part of our intervention framework, EIPS has partnered with the RCMP to access a police dog where appropriate. School principals may request RCMP assistance, including the use of a police dog, for educational purposes and when there is reasonable belief to assume there are drugs on school premises. The police dog will be not be used for random searches.

Students who are under the influence of and/or in possession of illegal substances (alcohol/drugs) at school at any time during the year will be given an out of school suspension for a **minimum** of two school days.

SMOKING AND VAPING

Students at Rudolph Hennig are legally not old enough to smoke or vape. If students are seen smoking or vaping, they will be suspended for one or more days. Students in junior high should not be in possession of cigarettes or smoking paraphernalia in the school - this includes electronic versions of cigarettes. Items will be confiscated at the discretion of the administration. Repeated infractions will result in the student entering the discipline cycle of detentions and/or suspension.

D. SCOOTER AND SKATEBOARD POLICY

The following policy is in affect at Rudolph Hennig Junior High in order to safeguard our students in the use of scooters and skateboards on school property:

- ✓ Students will be allowed to scooter/skateboard to the school entrance when they come to school and they will be allowed to scooter/skateboard away from the school when they are leaving.
- ✓ Students **must wear a helmet** approved by CSA or Snell. It is recommended, but not required, that elbow pads, kneepads and wrist guards also be worn.
- ✓ Students are expected to restrain their activities to avoid dangerous maneuvers and to follow the direction of school supervisors at all times.
- ✓ Scooters and skateboards must be stored in classrooms where teachers have allowed them and with the understanding that teachers are **not** responsible for them. They are to be **carried** while inside the school.

Students not following the guidelines outlined here will run the risk of having their scooter/skateboard confiscated or losing the privilege of bringing their scooter/skateboard to school.

E. DIGITAL CITIZENSHIP

Elk Island Public School Division recognizes the important role contemporary media and digital connectedness plays in educating students and preparing them for lives that encompass working, socializing and learning in digitally enmeshed environments. In light of these social and educational changes, EIPS encourages the use of information technologies to prepare students as digital citizens and life-long learners.

Digital Citizenship Education is planned instruction of staff and students on the proper use of digital resources and technologies. The Digital Citizenship Program is intended to develop skills and behaviour that enable students to become digital citizens who interact with others online in a manner that is consistent with the existing Administrative Procedures governing Student Conduct (350), Mobile Devices (141) and the EIPS Student and Staff Responsible Technology Use Agreements.

Digital Citizenship is a concept that helps teachers, school administrators, technology leaders and parents to understand what students should know to use technology appropriately. Digital Citizenship is a way to prepare students for a digital age society. Digital Citizenship also involves an understanding of the social, ethical and legal issues relating to all aspects of technology, in order to use it appropriately and effectively.

PROCEDURES

- Principals will oversee the educational means to teach the appropriate use of mobile devices, laptops, tablets and computers within the school and learning environments. This includes the EIPS Digital Citizenship Program, and other supports as deemed appropriate by the school administration.
- Staff members are responsible for encouraging, modeling and educating students on the EIPS standards of Digital Citizenship.
- Parents have a shared responsibility for encouraging and educating their children regarding the appropriate use of mobile devices.
- Principals will ensure that schools develop awareness amongst parents about Internet safety and digital citizenship.
- Acts of online/digital misconduct or online/digital peer aggression and other misuse of the Internet will be dealt with through the school's Code of Conduct and with age-appropriate consequences and learning opportunities.
- Teachers are required to implement the Digital Citizenship Program and do so on a regular basis.
- School administrators have the right to address online/digital misconduct that originates beyond the school environment or grounds, where these actions cause a substantial disruption of the learning environment.

F. STUDENT TRANSPORTATION

As per EIPS Administrative Procedure 351 Student Conduct on buses: *The student's responsibility is to conduct themselves in a manner that will not cause the bus driver to divert his/her attention from driving the bus.* Action may be taken for student behavior and conduct when riding an EIPS school bus if the behavior is detrimental to the safe and caring environment of the bus.

RESPONSIBILITIES

Students shall:

- ✓ follow safe boarding and exiting procedures
- ✓ scan their bus pass when boarding and exiting their assigned bus
- ✓ sit safely in their assigned seat
- ✓ be accountable for their conduct when waiting for, boarding, and riding the bus
- ✓ only bring items that can be held on their lap while enclosed inside a standard student backpack
- ✓ refrain from eating or drinking on school buses
- ✓ use electronic devices responsibly including not taking pictures, video, or audio recordings

CONSEQUENCES FOR INAPPROPRIATE CONDUCT

Riding the school bus is a privilege. All normal school rules apply when riding and students are expected to follow the direction of the driver. Repeated or significant improper behavior on the bus will be dealt with by school administration and may result in suspension of riding privileges. To enhance the safe transportation of students, buses are equipped with video surveillance equipment.

Disciplinary steps may be progressive in nature and may include one or more of the following:

- verbal warning(s)
- written warning (Student Conduct Form)
- one (1) to five (5) day suspension from bus privileges
- recommendation for expulsion from EIPS transportation

The following behavior may result in a suspension or recommendation for expulsion from EIPS transportation:

- open opposition to authority of bus operator and/or individuals employed by EIPS
- engaging in, but not limited to, improper, profane, or abusive language and gestures, fighting, and intimidation
- use or possession of tobacco, alcohol and/or controlled substance paraphernalia
- engaging in willful destruction of property or acts of vandalism
- acts of vandalism when reparation charges have been assessed but not repaid
- engaging in any dangerous or unsafe behavior
- riding the bus for any purpose while on suspension from school or the bus

Notwithstanding the above, the seriousness of the behavior may warrant immediate suspension or referral to the Board of Trustees on the first offence.

G. CARE OF SCHOOL PROPERTY

Students at Rudolph Hennig Junior High are required to help in taking care of the school building and furnishings. Any breakage of furniture, windows or other items should be reported to the office at once. In the case of **vandalism**, it is Elk Island Public School's policy to charge the student for the cost of repair or replacement. Students are responsible for the care of the books assigned to them by their teachers. Teachers will check these books several times each year for evidence of abuse. Students will be charged for lost or damaged texts. Littering in school or on the school grounds is not acceptable. Pride in one's school is strongly encouraged.

H. SUBSTITUTE TEACHERS

Substitute teachers carry the same authority as do regular classroom teachers. We expect that students will be on their best behavior when a substitute teacher is in charge of the class. If students choose to disregard this expectation, consequences will follow.

I. CONSTRUCTION/FABRICATION STUDIES AND FOODS AND FASHION

Students must wear closed-toe shoes in the labs at Rudolph Hennig School at all times. Students who are not dressed appropriately/safely will be given bookwork to complete.

J. EXTRA REMINDERS

- Food and drinks such as pop, juice, etc. are not allowed in class.
- Gum chewing is not allowed in the school building at any time.
- Coats and hats are not to be worn in class. Hats are not worn inside the school unless it is "Hat Day." All hats are to be stored in student lockers.
- For safety reasons, students are not allowed to carry backpacks, large purses or bags from class to class. These should be stored in their lockers.

THE JUNIOR HIGH SCHOOL PROGRAM

A. CORE SUBJECTS

The core subjects are Language Arts, Mathematics, Social Studies and Science. It is the core average that is of prominent importance in calculating honours or merit awards. **A student cannot receive an honours or merit award if they have a failing grade in any subject.** Other compulsory subjects which are not considered to be core are Physical Education, Fitness, Health, Learning Strategies and CTF.

B. COMPLEMENTARY SUBJECTS

Examples of complementary courses (electives/options) may include Art, Band, Computers, Cosmetology, Dance, Drama, Fabrication, Fast and Convenient Foods, Film Studies, French, Guitar, History of the World through Film, Hockey Plus, Leadership, Outdoor Ed and Wildlife, depending on staff timetables and student interest.

C. STUDY AND HOMEWORK

Homework consists of assignments and review. The review part of homework consists of reading subject content and summarizing notes. Parents, together with students, should set aside a specific amount of time each day for study and review. As the student progresses through the grades, more time should be devoted to homework. We recommend that students in grade seven review for one hour, while students in grade eight and nine review for one-and-a-half hours daily.

Regular review does result in better progress in school. Most often we find that students having difficulty with their subjects do not study regularly.

D. LIBRARY SERVICES

Students are provided with the opportunity to exchange their books once in our eight day cycle with their Language Arts teacher. All books are loaned on a two-week basis. The maximum number of books a student should have at any one time is three books.

The library is open to all students during noon hour activities and for a few minutes after school. During noon activity time, students may use the library for various activities.

Please remember that students are expected to adhere to classroom rules and expectations in the library.

E. REPORT CARDS

Parents can access the PowerSchool Parent Portal to print off their child's progress reports in the fall and in the spring and their final report cards in June. Parent/Teacher Interviews will be held in November and March. Parents are encouraged to log in to PowerSchool frequently to stay informed of their child's progress during the year. Information is available on the EIPS website for the Internet address and procedures to access marks and attendance records.

F. FINAL MARK APPEAL PROCEDURES

Please refer to the Elk Island Public School's *Administrative Policy 391* for information pertaining to student appeals of school-awarded grades: <https://www.eips.ca/about-us/administrative-procedures/391>

Appeals are to be addressed to:

Mrs. Susan Freiheit, Principal
Rudolph Hennig Junior High School
c/o Elk Island School Regional Division # 14
9515- 92 Street Fort Saskatchewan T8L 1L7

G. ACADEMIC AWARDS

Merit Awards are received when the student has achieved an average mark of 75%-79% in Language Arts, Math, Science and Social Studies, as well as a pass in all other courses..

Honours Awards are received when the student has achieved an average mark of 80%-100% in Language Arts, Math, Science and Social Studies and a pass in all other courses.

The Top Academic Performance Award will be given to the student who has achieved the highest average in Language Arts, Math, Science and Social Studies. Complementary marks will be taken in to consideration in the event of a tie.

H. STUDENT ACTIVITIES

EXTRA-CURRICULAR ACTIVITIES

Rudolph Hennig Junior High School offers a variety of extra-curricular activities, including school athletic teams, drama, band, Me to We, GSA and Student Council. We encourage all students to become involved in any extra-curricular activities that interest them.

When engaging in these activities, remember to:

- ✓ arrive at school punctually and fulfill student obligations
- ✓ be a good ambassador for our school
- ✓ cooperate with the coach or group leader
- ✓ make every effort to maintain acceptable marks

NOON HOUR INTRAMURAL PROGRAM

RHJ offers an exciting noon hour intramural program throughout the school year. Teams compete against other teams at the same grade level. Noon hour intramural activities may include football, soccer, handball, volleyball, floor hockey, badminton, track and field, slow pitch and student-teacher challenges.

TRY OUT FOR A TEAM! JOIN IN! BE AN ACTIVE RAVEN!

