

**RUDOLPH HENNIG JUNIOR HIGH SCHOOL**

**STUDENT-PARENT HANDBOOK  
2020-2021**



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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.

Our staff extends a warm welcome to all returning students and extend a special welcome to those of you who are joining the home of the "Ravens". We are here to provide assistance and support in your academic and personal development. We hope your year with us will be an enjoyable experience that proves to be both rewarding and memorable. 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.

## DAILY BELL SCHEDULE 2020 - 2021

<u>Regular Days</u>		<u>Short Days</u>	
<b>Doors Open</b>	8:15	<b>Doors Open</b>	8:15
<b>Rooms Open</b>	8:22	<b>Rooms Open</b>	8:22
<b>Warning Bell</b>	8:26	<b>Warning Bell</b>	8:26
<b>PERIOD 1</b>	8:29 - 9:21	<b>PERIOD 1</b>	8:29 - 9:12
<b>Break (Grade 9)</b>	9:21 - 9:26	<b>Break (Grade 9)</b>	9:12 - 9:17
<b>PERIOD 2</b>	9:26 - 10:18	<b>PERIOD 2</b>	9:17 - 10:00
<b>Break (Grade 8)</b>	10:18 - 10:23	<b>Break (Grade 8)</b>	10:00 - 10:05
<b>PERIOD 3</b>	10:23 - 11:15	<b>PERIOD 3</b>	10:05 - 10:48
<b>Break (Grade 7)</b>	11:15 - 11:20	<b>Break (Grade 7)</b>	10:48 - 10:53
<b>PERIOD 4</b>	11:20 - 12:13	<b>PERIOD 4</b>	10:53 - 11:37
<b>Lunch Break</b>	12:13 - 1:08	<b>Lunch Break</b>	11:37 - 12:26
<b>PERIOD 5</b>	1:13 - 2:05	<b>PERIOD 5</b>	12:31 - 1:14
<b>PERIOD 6</b>	2:08 - 3:02	<b>PERIOD 6</b>	1:17 - 2:02
Grade 9 Dismissal	2:56	Grade 9 Dismissal	1:56
Grade 8 Dismissal	2:59	Grade 8 Dismissal	1:59

Busses leave from the front of the school at 3:12 p.m. on regular school days.

\*Early dismissal 1st Wednesday of each month, bell rings at 2:02 p.m. and busses leave at 2:12 p.m.

## COVID Specific Information

Visit [www.eips.ca](http://www.eips.ca) for the latest EIPS Division COVID information

### September Staggered Entry Days

EIPS schools reopen to students on Sept. 1, 2020. Unlike previous years, students are returning using a staggered entry—meaning only certain grades start back on September 1. The next day, another grade group comes to the school, and so on. The staggered entry allows students and families to ease into the new experience of attending school. It also helps schools explain to students the new routines and health and safety measures at Rudolph Hennig Junior High before a full restart takes place.

Tuesday, Sept. 1, 2020	Full day - Grades 9's <b>only</b>
Wednesday, Sept. 2, 2020	Full day - Grades 8's <b>only</b>
Thursday, Sept. 3, 2020	Full day - Grades 7's <b>only</b>
Friday, Sept. 4, 2020	Full day - All students

The staggered entry allows children and families to ease into school, which is particularly important this year. It also allows teachers to explain the new routine and health and safety measures before a full restart takes place. The students will undergo one hour in their cohort rooms with their Cohort Teacher. The agenda will be as follows:

1. Admin Address (Google Meet Vid) - 8:30 a.m. to 8:45 a.m
2. RHJ Handbook
3. Locker assignment and recording
4. Bell Schedule Review and Grade Level Break Times and Expectations
5. Cohort Room Expectations
6. Walkthrough Tour of Options

### Arriving at School

Every student and staff member will complete the daily [COVID-19 Screening Questionnaire](#) before entering the school.

*NOTE: The COVID-19 Screening Questionnaire is constantly evolving as more research about COVID-19 becomes available. Regularly refer to the online questionnaire to ensure the most up-to-date version.*

**Adults bringing students to school will be asked to stay in their vehicle or outside the school, and to maintain a safe physical distance between themselves and others.** Those who need to enter the school **must call in advance to book an appointment with the school office after school when students have vacated.** Individuals without an appointment will not be able to enter the school.

Parents and guardians of children who have complex needs and require support to enter the building should contact their school office before the first day of classes. We will work with you to develop a plan that is safe for both students and staff.

- Staff supervision will begin at 8:15 a.m. located in three different locations: 1.) outside the assigned Cohort doors, 2.) located at the cohort door, and 3.) in the hallways located at each of the pods of Cohort classrooms.
- Outside supervising staff will direct students to an identified entrance area for each cohort class, located near their cohort classroom.

- All students must wear masks while waiting in their line to enter the school at their cohort entrance/exit if proper social distancing is not possible.
- As students enter the door of their cohort entrance they must put on their mask and apply the hand sanitizer to their hands.
- Students will go directly to their locker get their books/materials for the morning, place their phone in their locker, and then go directly to their cohort room. (***\*on the first day of school students will go directly to their cohort classroom\****). Please refer to the school map outlining cohort entrances and cohort room locations.
- When a student is **late for school**, they will be required to use the **main front entrance**.
- Please consider the need for all weather outdoor gear for students as wait times outside will be extended beyond normal circumstances.
- We will continue to follow Elk Island Public Schools inclement weather policies.

## Masks

The Government of Alberta is providing two reusable masks for each student. These can be taken home and washed nightly, and then returned with the student the following school day. If you prefer that your child wears a mask you provide, please ensure you are using a type [recommended by Alberta Health](#). Masks should be labelled or marked with your child's initials to prevent loss.

Masks should be fitted, without gaps at the side or bottom; for that reason, bandanas and scarves are not appropriate.

Our intent is to distribute these masks on your child's first day of school, provided we have received them from the Government of Alberta. **Please ensure that your child is wearing a labelled mask from home as they arrive at school on their first day.**

As per the EIPS Re-Entry plan, masks are mandatory for all students K - 12. If your child is unable to wear a mask due to a medical condition, you will be required to provide documentation from a medical practitioner. In these cases, it's recommended students wear a face shield in order to provide some protection.

## Assigned Entrance and Exit Doors

- Every student will be assigned to a class cohort. Every class cohort will have an **assigned exterior door for school entry** every morning, and dismissal every afternoon.
- Entry times may be varied by a few minutes before and after the bell to support distancing and traffic flow. The morning bell (8:15 a.m.) and dismissal bell (3:02 p.m.) times remain the same.
- Class cohort doors are assigned as follows:

Enter/Exit 1	Cohort 71 & Cohort 82 & The Links Class
Enter/Exit 2	Cohort 74 & Cohort 84
Enter/Exit 3	Cohort 76 & Cohort 81 & Cohort 91
Enter/Exit 4	Cohort 73 & Cohort 86
Enter/Exit 5	Cohort 75 & Cohort 87
Enter/Exit 6	Cohort 72 & Cohort 85 & Cohort 93
Enter/Exit 7	Cohort 83 & Cohort 92 & Cohort 94

A map was sent out to families on August 28 and students will be directed to their door on their staggered reentry day.

## Hand Hygiene Protocols

- Hand sanitizer will be available at each Cohort Entrance/Exit, in hallways, and in all the entrances of each classroom. Students will hand sanitize as soon as they enter through their Cohort Entrance/Exit and will also sanitize upon entering any of their classrooms.
- We would ask that students refrain from bringing their own sanitizer as we have no way to confirm whether it's effective or safe.
- Class cohort staff will teach routines for hand sanitization upon entering the school.

## Posters and Signage

- There will be many visual cues around exterior entry doors, in hallways, and in classrooms to support students with physical distancing.
- Entry and exit doors will be assigned to class cohorts and the integrity of the cohort will be maintained throughout the day.
- Class cohorts will remain in their assigned classroom for the majority of their learning activities.
- Signs will be used throughout the school to minimize traffic congestion and respect physical distancing.
- The school washrooms, office and other work spaces will have maximum occupancy signs posted.
- Visitors, including parents, must make an appointment if they wish to enter the school or meet with school staff.

## Assigned Seating in Classrooms

Students will follow assigned seating plans throughout the day in their cohort and other classrooms, and must stay in those seats when eating lunch. Assigned seating is a strategy to mitigate the potential spread of COVID-19 throughout a cohort of students. It will also support health contact tracing should that be required.

## Student Supplies and Learning Materials

Students will have their own personal supplies to use that are stored separately. Teachers will plan learning activities to reduce or minimize the need to share equipment, textbooks or materials. Students will wash or sanitize their hands both before and after using the shared items.

## Washroom Protocols

- Every class cohort will have a designated washrooms to utilize, students will be informed of their assigned washroom for their cohort classroom on the first day of school during orientation.
- Staff will coordinate washroom use to support physical distancing by only allowing one student at a time from their class to utilize the washroom.
- Students need to be prepared for more structured/scheduled washroom usage, only two students at a time will be allowed in each washroom, students will turn on an indicator light to show that one of the spots are filled. If both lights are active it indicates that two students are in the washroom and students must wait in line until one of the students leaves .
- Students must wash their hands before leaving the washroom, and after turning off the indicator light they must use the hand sanitizer provided in the hallway outside the washroom.

## Water Fountains

Rudolph Hennig Junior High has only one touch water bottle filler, it is strongly recommended that students bring a labelled, refillable water bottle to school, as regular water fountains will not be in use.

## Shared Resources & Room

- In the event that students need to share a resource (ie. a chromebook) or a workstation we will have to allocate time near the end of class for cleaning.
- Students will have access to Paper Towel, teachers will have access to the class spray bottle of disinfectant, teachers will provide spray upon the shared resource, and students will wipe it dry, effectively sanitizing the item (chromebook, tabletop, seat, etc.).
- After cleaning their area/device students will line up at the door. (not return to sitting or using the device).

## Breaks

- All classes will receive a 5 minute break at some time during the morning classes, where they can go to their lockers, grab a snack, check their phone, etc.
- Grade 9s will have the first break between period 1 and 2.
- Grade 8s will have the second break between period 2 and 3.
- Grade 7s will have the third break between period 3 and 4.
- All other classes will also have an “in cohort class” break of 5 minutes as well while staff move from class to class.

## Lunch/Noon Break

- It is important for students who stay at school for lunch to remember to bring their lunch each day—schools will not be able to accommodate family members who want to drop off lunches. If a student forgets their lunch, families should phone the school to work out a solution.
- We will be running a staggered dismissal for our Grades to access their lockers to get their lunch, phone, etc.:
  - \*Grade 7s will go to their lockers 6 minutes before the lunch bell.
  - \*Grade 8s will go to their lockers 3 minutes before the lunch bell.
  - \*Grade 9s will go to their lockers right at the lunch bell.
- All students can leave the school at lunch, but will not be allowed back into the school if they decide to go out, until the warning bell indicating the end of the lunch break is approaching.
- Staff will be supervising the cohort entrance/exit doors as well as the students in the cohort classrooms eating lunch.
- Students must eat their lunch in their cohort rooms for the first 20 minutes if they have not left the school at the initial time they went to their lockers.
- At the end of the 20 minutes students will be dismissed and those students still in the school will be allowed to socialize in the hallways until the warning bell.
- Supervision at this time will have staff outside the school (in the back and the front), in the hallways of the cohort pods, and at the cohort entry/exit doors.
- We will not be able to support any food being brought into the school through a food delivery service (such as pizza or Skip the Dishes).
- Utensils will not be available to students.
- Lunches cannot be dropped off by families or delivered to the school.
- If a student has no lunch, arrangements will be made by the school office and the parent.
- Students are not permitted to share food under provincial health guidelines.
- The use of Microwaves to heat up lunches is prohibited at school under provincial health guidelines during the current situation.

## End of Day Dismissal

- Grade 9s will be released 6 minutes before the end of the day bell to their lockers for dismissal at 2:56 p.m..
- Grade 8s will be released 3 minutes before the end of the day bell at 2:59 p.m..
- Grade 7s will be released at the end of the day bell at 3:02 p.m..
- Students must go directly to their locker at dismissal, get required items, and depart through their assigned Entry/Exit Cohort door within the 3 minute allotted time..
- Students must always leave from their Entry/Exit Cohort door!
- It is very important that students and families do not gather outside after school, and either board their assigned bus or vacate school premises as quickly as possible.

## Parent Pick Up

- Parents cannot enter the school without an appointment.
- Parents are asked to wait in their vehicles or remain at a physical distance from students who are waiting to enter the building.
- Parents must arrange a meeting place with students, away from the building.

## Food in Schools

There are clear provincial guidelines around food in schools during COVID-19. As a result, treats cannot be sent from home for birthdays or other special days to be shared with classmates, and teachers will not hand out food or treats in the classroom. All our food canteen sales, hot lunch days, and our morning “toast club” are postponed at this time.

## Volunteers and Visitors

Currently, parent volunteers and non-essential visitors are not permitted in the school building.

## Family and School Communication

Families can stay in contact with their schools through email and over the phone. Families who need to go into the school must call the school in advance to book an appointment. Family members with a scheduled appointment will need to use the Government of Alberta’s COVID-19 Screening Questionnaire before going to the school to determine if it is safe for them to attend. Anyone answering “yes” to the questions cannot enter the building.

Families who are contacted to pick up a sick child can attend immediately. The person picking up the student must be safe to enter the school based on the COVID-19 Screening Questionnaire.

- Please direct all appointment requests by phone: 780-998-2216.
- If you are picking up your child prior to regular dismissal, please call the school from your vehicle once you arrive, and wait in the parking lot for your child to join you.

## School Fees

If your child isn’t attending in-class learning, any of the supplementary fees associated with school activities and events will be assessed and pro-rated if or when they return to in-class learning. Regular fees for student transportation apply if your child attends school. Families can withdraw from Student Transportation Services and receive a prorated refund if they choose out-of-school learning. The deadline to withdraw is September 30, 2020.

## Library/Learning Commons

For the time being, students cannot congregate in the library or learning commons. Although students cannot visit the library, they will have access to books and materials. After requesting use, the item will be delivered to the classroom or put on hold for pick up at a designated spot. Materials will be left for 72-hours before recirculating.

## Set Entry.Exit Dates (between in-school and out-of-school learning)

Students enrolled in in-school classes have the ability to change to out-of-school learning at any time during the school year. Please contact school administration at 780-998-2216 if you would like to make this change.

However, students enrolled in out-of-school learning can only change to in-school classes at key points during the school year, as listed below. If you would like to make this change, please contact Rudolph Hennig Junior High School at least two weeks before the indicated dates to make the necessary arrangements..

These dates are:

- November 16, 2020
- January 6, 2021
- April 6, 2021

## Physical Education

We will continue to provide physical education instruction. Equipment that is used must be cleaned and disinfected before and after each use. Students must wash or sanitize their hands before and after using equipment.

- As much as possible, physical education instruction will take place outside as Alberta Education has highly recommended outdoor activities. Students should be prepared for gym class outside and should wear clothes (including layers) and shoes that are suitable for outdoor physical activity. Change rooms will not be available, so students should dress appropriately on the days they have a scheduled Physical Education class.

## Field Trips

For the 2020-21 school year, class and school field trips are changing. Field trips are limited to activities that students can walk to and remain outside for the duration—fields, wetlands, river valley. Field trips requiring indoor space or the use of vehicle transportation are prohibited, until further notice.

## Athletics, Assemblies, and Special Events

Gatherings that bring multiple cohorts of students together are not permitted at this time. This includes such things as performances, book fairs, guest speakers, school dances, in-person meet-the-teacher events and Christmas concerts. Athletics will be re-visited by E.I.P.S. after the 1st quarter of school is complete.

## School Council Meetings

School council meetings for the 2020–2021 school year will go ahead, and we will be continuing to use Google Meet as our platform.

- The first meeting of the year will be held on Monday, September 28, 2020 at 6:00 p.m. Further information will be posted to our website at <https://www.rudolphhennig.ca/> closer to the date.

## STAFF LIST

Principal	Mr. K. Wlos
Asst. Principals	Ms. S. Gach Mr. P. McKay
Counselor	Ms. L. Nelson
Teachers	Ms. M. Adams Mrs. M. Basaraba Mr. C. Belyk Mrs. M. Bigotti Miss S. Essington Mr. T. Gerrie Mrs. T. Heartwell Mr. T. Hughes Mr. D. Kai Miss. R. Khunkhun Mr. S. Kutt Mr. K. Lambert Mrs. J. Olsen Mrs. S. Pieterse Mr. R. Reid Mrs. C. Reynolds Mrs. A. Russell Mr. J. Sorenson Mrs. L. Warkentin Ms. C. Wildeman Mrs. K. Yarmuch Mr. T. Zurock
Secretary	Mrs. D. Gaumont
Finance	Mrs. M. Tomkow
Library Tech	Mrs. L. Titosky
Educational Assistants	Mrs. V. Delowsky Mrs. C. McFawn Mrs. A. Rose Ms. D. Villeneuve Mrs. D. Walker

## RUDOLPH HENNIG JUNIOR HIGH CALENDAR 2020-2021\*

### August

28 Staff Professional Learning Day  
31 Staff Operational Day

### September

1 Grade 9 Orientation  
2 Grade 8 Orientation  
3 Grade 7 Orientation  
7 Labour Day - No School for Students  
9 Staff and Student Photo Day  
18 Permission Form Booklets Must Be In (no booklet=no DPA walks, no technology use, etc)  
25 Terry Fox Run  
28 Parent Advisory Council (PAC) Meeting online 6:00 pm (AGM & VOTING for positions)  
30 Orange Shirt Day - Every Child Matters

### October

7 Staff Meeting - Early Dismissal 2:02 p.m.  
9 Professional Learning Day - No School for Students  
12 Thanksgiving Day - No School for Students  
14 Picture Retakes  
16 Grade 7 & 8 Awards for 2019-20  
26 Parent Advisory Council (PAC) Meeting online 6:00 pm  
30 Halloween Activity

### November

4 Staff Meeting - Early Dismissal 2:00 p.m.  
6 Remembrance Day Assembly  
9-13 Fall Break – No School  
23 Progress Reports Available on PowerSchool  
25 Parent/Teacher Conferences 4:30 to 8:30  
26 Parent/Teacher Conferences 4:30 to 8:30  
30 Parent Advisory Council (PAC) Meeting online 6:00 pm

### December

2 Staff Meeting - Early Dismissal 2:00 p.m.  
7 Trimester 2 Starts  
22 Last Day of Classes before Christmas Break  
23 Christmas Break Begins - No School (December 23 – January 5)

### January

6 School Re-opens  
6 Staff Meeting - Early Dismissal 2:00 p.m.  
25 Parent Advisory Council (PAC) Meeting online 6:00 pm  
29 Professional Learning Day

### February

1 Semester Two Begins  
3 Staff Meeting - Early Dismissal 2:00 p.m.  
4-5 Teachers' Convention - No School for Students  
15 Family Day - No School for Students  
22 Parent Advisory Council (PAC) Meeting online 6:00 pm

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

## March

- 3 Staff Meeting - Early Dismissal 2:00 p.m.
- 5 Professional Learning Day - No School for Students
- 15 Progress Reports Available on PowerSchool
- 17 Parent/Teacher Conferences 4:30 to 8:30
- 19 Trimester 3 Starts
- 22 Parent Advisory Council (PAC) Meeting online 6:00 pm
- 26 Day in Lieu for Parent/Teacher Conferences - No School
- 29 Spring Break Begins - No School (March 29 – April 2)

## April

- 2 Good Friday - No School for Students
- 5 Easter Monday - No School for Students
- 6 School Re-opens
- 7 Staff Meeting - Early Dismissal 2:00 p.m.
- 26 Parent Advisory Council (PAC) Meeting online 6:00 pm

## May

- 3 PAT - Grade 9 Language Arts Part A  
Final Exam - Grade 7 & 8 Language Arts Part A
- 5 Staff Meeting - Early Dismissal 2:00 p.m.
- 7 Professional Learning Day - No School for Students
- 20 Track Meet
- 21 School Closure Day – No School
- 24 Victoria Day - No School for Students
- 23 Spring Band Concert 7:00pm
- 28 Track Meet Rain Out Day
- 31 Parent Advisory Council (PAC) Meeting online 6:00 pm

## June

- 2 Staff Meeting - Early Dismissal 2:00 p.m.
- 16 PAT - Grade 9 Math Part A  
Final Exam - Grade 7 & 8 Math Exam Part A
- 18 PAT - Grade 9 Language Arts Part B  
Final Exam - Grade 7 & 8 Language Arts Part B
- 21 National Indigenous Peoples Day
- 22 PAT - Grade 9 Math Part B  
Final Exam - Grade 7 & 8 Math Part B
- 23 Final Exam - Grade 7, 8, & 9 Science
- 24 Final Exam - Grade 7, 8, & 9 Social Studies
- 25 Last Day for Students
- 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.

# SCHOOL PROCEDURES

## A. 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. 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.

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.

**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 at <http://rudolphhennig.ca/contact> .**

## B. LATES

It is expected that students will be punctual for school and for each class. Safety is our first concern. Students who are late must report to the office when they arrive for a late slip. If you know your child will be late, phone the school and let us know. Creating a routine of punctuality helps prepare our students for the world of work. On the fourth and subsequent late students will meet with an administrator and may be assigned study halls or another consequence. Students who are extremely late at any time will meet with an administrator and will be assigned consequences accordingly.

## C. LEAVING SCHOOL EARLY

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

1. notify the school, and
2. students must sign out in the office

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

## D. PERIOD CHANGES

Period changes are meant for students to transition from one class to another. Students who need to change classes should move directly to their next class. The only times a student should be at their locker are, before school, during their designated grade level break, at lunch, and after school.

## E. 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 school, at their grade level 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.**

Students will use chromebooks for assignments in some classes. Students who do not wish to use the shared set of chromebooks are welcome to bring their own chromebook to school to use.

## **F.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. The school is not responsible for the loss of property.

The **Lost & Found** is located by the office. 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.

**Remember to keep your locker locked at all times!**

## G. 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 (12:15 on short days).

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

- Lunch must be eaten in your cohort room at your assigned desk during the first 20 minutes of lunch.
- Clean up of the room is the responsibility of all students.
- We ask for student cooperation in demonstrating appropriate school behaviour in the hallways. Students who chronically misbehave will lose the privilege of staying for lunch.

## H. PERSONAL APPEARANCE

Rudolph Hennig Junior High School is a place focused on the business of learning. As such, dress expectations are to be followed. Students need to be dressed in a manner which presents as casual while maintaining a level of business. Body parts that should not be displayed in public settings such as schools, are to be respectfully covered. Slogans on all clothing should be positive and appropriate for the school setting.

Sunglasses, hoods, hats and bandannas are not permitted to be worn in the school as this creates identification issues. Students are to remove these items from their head and place them in their lockers for the duration of the school day. All coats, jackets, cellphones, and boots are to be left in school lockers. A bag may be taken to your cohort class with a snack and all your books and supplies. Shoes must be worn at all times in the school. Students are required to have athletic shoes and wear suitable attire on days where they have PE and DPA class. **Students are not able to change for PE during COVID but may bring deodorant.**

## I. 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.

## J. ACCIDENTS

The office should be notified immediately when an accident occurs on the school premises. If the accident occurs in class, the student must immediately tell their teacher. 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.

## K. 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 cohort 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

### **L.FIELD TRIPS**

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

## **Rudolph Hennig Junior High School Student Behaviour 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 behaviour 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 behaviour is a shared responsibility between students, staff and parents.

The purpose of our school behaviour plan is to encourage appropriate student behaviour 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 misbehaviour, 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: study halls, financial restitution, community service, removal of privileges, letters of apologies, or suspensions (in or out of school).

### **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 behaviour with reminders, reviewing expectations, teaching appropriate behaviour 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, study halls, 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 Education Act (Section 31, 2019), 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 Misbehaviour**

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 the directions of staff members
- willful destruction of property/stealing
- habitual neglect of duty
- fighting, bullying, verbal or physical abuse directed towards students or staff
- behaviour 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 behaviour 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 behaviour repeated over a period of time. Other kinds of harassment can focus on specific characteristics such as race, gender, disability etc., and may target those who appear to be easy victims.

A bully may:

- deny responsibility for their own behaviour
- 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 PARAPHENALIA**

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. 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.

### **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 three 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 and disposed of.

## **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 on the city sidewalk up to the school property when they come to school and when they are leaving.
- Students **must wear a helmet** approved by CSA or Snell on school property. It is recommended, but not required, that elbow pads, kneepads and wrist guards also be worn.

- Students are expected to control their activities and 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 **may not** take scooters or skateboards on DPA walks.

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 Policies and Administrative Procedures governing Personal Communication Devices (Policy 24) Student Conduct (AP 350), Mobile Device Security (AP 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 behaviour and conduct when riding an EIPS school bus if the behaviour 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 behaviour on the bus will be dealt with by the 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 behaviour 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 behaviour
- riding the bus for any purpose while on suspension from school or the bus

Notwithstanding the above, the seriousness of the behaviour 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 behaviour when a substitute teacher is in charge of the class. If students choose to disregard this expectation, consequences will follow.

## **I. CONSTRUCTION, FOODS, AND DIGITAL MEDIA LABS**

- 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.
- Students must follow safety guidelines at all times. Students who are behaving in an unsafe manner may be given alternate assignments.

## **J. EXTRA REMINDERS**

- Food and drinks such as pop, juice, etc. are not allowed in class.
- 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.

# 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, Daily Physical Activity (DPA), Health, and CTF.

## B. COMPLEMENTARY SUBJECTS

Examples of complementary courses (electives/options) may include Art, Band, Cake and Pastry, Computers, Construction, Cosmetology, Culinary Arts, Dance, Drama, Fast and Convenient Foods, Film Studies, French, Guitar, Hockey Plus, International Foods, Leadership, Outdoor Ed, Performing Arts, Sports Acceleration, 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 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. Students will sign books out on online and have them delivered to their cohort class.

## 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:

Mr. Ken Wlos, Principal

Rudolph Hennig Junior High School

## 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 considered 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, Raven Service Club, 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