

**RUDOLPH HENNIG  
JUNIOR HIGH SCHOOL**

9512 - 92 Street  
Fort Saskatchewan T8L 1L7  
Phone: (780) 998-2216 Fax: (780) 998-7374



**2017-2018**

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## **WELCOME**

Rudolph Hennig Junior High School honors 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 honored 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: Mr. J. Mazur  
Counselor Ms. L. Nelson  
Teachers Ms. M. Adams  
Ms. L. Bayer  
Mr. C. Belyk  
Mrs. C. Bertram  
Mrs. M. Bigotti  
Mrs. L. Burdett  
Mr. S. Cranston  
Mr. T. Gerrie  
Mr. T. Hughes  
Mr. D. Kai  
Miss. R. Khunkhun  
Ms. Kurylo  
Mr. S. Kutt  
Mrs. J. Olsen  
Mrs. S. Pieterse  
Mr. R. Reid  
Mr. J. Sorenson  
Mr. T. Tchir  
Mrs. S. Vandermeulen  
Mrs. B. Wlasichuk  
Mr. J. Wong  
Mrs. K. Yarmuch  
Mr. T. Zurock

Secretary Mrs. D. Gaumont  
Finance Mrs. M. Tomkow  
Library Tech Mrs. L. Titosky

### Educational Assistants:

Mrs. J. Abbott  
Mrs. V. Delowsky  
Mrs. I. Dykstra  
Ms. D. Hauch  
Mrs. K. Hover  
Mrs. C. McFawn  
Mrs. A. Rose  
Mrs. D. Walker

# RUDOLPH HENNIG JUNIOR HIGH CALENDAR

(Tentative Calendar)

## August

28 Staff Operational Day  
29 Staff Operational Day  
29 Grade 7 student orientation 1:00-3:00  
30 **Classes Begin for all students**

## September

1 Scavenger Hunt and Turkey Dog Lunch  
4 **Labour Day –no school for students**  
6 Staff Meeting - Early Dismissal 2:00 p.m.  
7 School Photo Day  
7 Elder Wilson here in pm  
7 Open House – 6:00 to 7:00 p.m. – Parents, come meet your child's teachers ☺  
8 **Permission Form Booklets and Correction Forms must be in.**  
-no booklet means no DPA walks, no tech use, etc...  
20 EIPS Cross Country Meet  
20 Parent Advisory Council (PAC) Meeting – 6:00 pm in the Library – AGM + **VOTING** for positions  
25 Bus Evacuation Drill – 2:30  
26 Elder Wilson here all day  
27 Cross country Zones  
28 Terry Fox Run in am  
29 Orange Shirt Day – Every Child Matters

## October

2-6 Read In Week  
3 Photo Retake Day  
4 Staff Meeting - Early Dismissal 2:00 p.m.  
5-6 **Professional Learning Days – no school for students**  
9 **Thanksgiving Day - no school for students**  
10 Elder Wilson here all day  
12 Grade 7/8 Awards for 16-17 in the gym from 1:30-3:00  
25? Tentative PAC meeting date (TBD at AGM)  
25 Flex  
26 Party Program –class TBD  
30 Permission forms must be in for **Take Our Kids to Work Day** for Grade 9s  
31 Lunch Hour Costume Parade

## November

1 Staff Meeting - Early Dismissal 2:00 p.m.  
1 Gr. 9 Take Our Kids to Work day  
7 Elder Wilson here all day  
9 Remembrance Day Assembly  
10 **School Closure Day – no school for students**  
13-17 **Fall Break – no school**  
20 Backpack Campaign – Kickoff Assembly  
22? Tentative PAC meeting date (TBD at AGM)  
22 Flex  
27 Progress Report available on Power School  
29&30 Parent/Teacher Conferences 4:30 to 8:30

## December

6 Staff Meeting- Early Dismissal-2:00 p.m.  
12 Elder Wilson here all day  
13 Band Concert 7:00 p.m.  
21 Flex –Caroling

22 Last day of classes before Christmas Break  
25 **Christmas Break Begins – no school for students**

### January

8 **School Re-opens**  
10 Staff Meeting - Early Dismissal 2:00 p.m.  
16 Elder Wilson here all day  
24? Tentative PAC meeting date (TBD at AGM)  
24 Flex  
26-27 Wake-a-Thon

### February

7 Staff Meeting- Early Dismissal 2:00 p.m.  
8-9 **Teachers' Convention – no school for students**  
13 Elder Wilson here all day  
16 **Professional Learning Day – no school for students**  
19 **Family Day – no school for students**  
21? Tentative PAC meeting date (TBD at AGM)  
21 Flex  
28 Drama Production at the DOW Theatre

### March

1 Drama Production at the DOW Theatre  
2 **Professional Learning Day - no school for students**  
7 Staff Meeting - Early Dismissal 2:00 p.m.  
8? Music Festival at DOW for Band Students  
12 Progress Report available on Power School  
13 Elder Wilson here all day  
15 Parent/Teacher Conferences 4:30 to 8:30  
15 Party Program –class TBD  
21 Tentative PAC meeting date (TBD at AGM)  
23 **Day in Lieu for Parent/Teacher Conferences –no school for students**  
26 **Spring Break starts – no school (March 23-April 2)**

### April

2 **Easter Monday –no school for students**  
3 School Re-opens  
4 Staff Meeting - Early Dismissal 2:00 p.m.  
10 Elder Wilson here all day  
12 Party Program –class TBD  
19 Party program –class TBD  
25 Tentative PAC meeting date (TBD at AGM)  
25 Flex  
27 **Professional Learning Day – no school for students**

### May

2 Staff Meeting – Early Dismissal 2:00 p.m.  
8 Elder Wilson here all day  
8 Lang. Arts Gr. 9 - Part A P.A.T.; Gr &&\*  
16 Track meet  
17-18 **School Closure Days – no school for students**  
21 **Victoria Day - no school for students**  
23 Tentative PAC meeting date (TBD at AGM)  
25 Track Meet Rain Out Day  
30 Flex

### June

5	Elder Wilson here all day
6	Staff Meeting - Early Dismissal 2:00 p.m.
14	Spring Band Concert date 7:00pm
21	Aboriginal Day
<b>25</b>	<b>PAT – Social Studies for Gr. 9 / SS Final for Gr 8 and Math Final for Gr 7</b>
26	PAT – LA for Gr. 9 and Final LA Exams for Gr 7 & 8
27	PAT – Math for Gr. 9 / Math Final for Gr 8 and SS Final for Gr 7
28	PAT – Science for Gr. 9 and Final Science Exams for Gr 7 & 8
<b>28</b>	<b>Last day for students</b>
<b>28</b>	Grade Nine Farewell Ceremonies
29	Operational day – No School for students - Report Cards available on Power School

## DAILY BELL SCHEDULE 2017-18

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

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

\*Early dismissal 1st Wednesday of each month, bell rings at 2:00 p.m. and busses leave at 2:10 p.m.

# SCHOOL PROCEDURES

## A. ABSENCES

**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 our Attendance email on our website <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 students' 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 the students' homeroom class every morning, and is taken every block throughout the day and can be seen by parents in the Parent Portal. **Parents must inform the office of a student absence prior to the start of the school day, at 780-998-2216 or email "Attendance" from 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 back in 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, we request that students adhere to the following:

1. Bring a note from parents requesting the early dismissal.
2. Show the note to the teacher of the class that will be missed.
3. After leaving the classroom go to the office with the note and sign out.

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

#### **E. PERIOD CHANGES**

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

#### **F. PHONES and PERSONAL DEVICES**

Technology serves a purpose and that purpose should be identifiable and educationally valid. While the apparatus is the student's, the bandwidth belongs to the school. Cell phones and other electronic devices 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**
- devices must always be on "silent" mode
- that the device be used responsibly at the approved times and at the discretion of the teacher and/or administration
- that students not share devices (parents have agreed to the use of the device and its contents only in regard to their own child –other parents may not be in favour of their child using the device of another student)
- no digital recording of ANY STUDENTS OR STAFF (no photos taken, etc.)
- no images, software or applications with restricted or adult content (it is a parental responsibility to ensure appropriate content)
- awareness that some students have ISPs that indicate that they require the use of personal electronic devices for their learning to be successful

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. Electronic devices must be placed in "silent" mode. 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.



## 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 DC 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.

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

### **DO NOT TELL ANYONE YOUR COMBINATION NUMBER.**

At the beginning of the school year, homeroom teachers assign locks and lockers. 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, Fitness or option classes, nor to ask their various teachers to take responsibility for them. Items are easier to return to their rightful owners when they are labeled - this includes electronic devices, books, gym materials, boots and coats.

**A Lost and 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 are small numbers of extra lockers available on a first-come, first-served basis starting after September 30th. There is a non-refundable fee of \$5.00 for the second locker.

### **REMEMBER**

- Do not share your lock combination with anyone or your lock and your belongings may go missing!
- Lockers are to be kept locked at all times.

## H. NOON HOUR

Those who can go home and do not have noon hour activities should go home for lunch.

- Lunch must be eaten only in the hallways or at home.
- Clean up of the hallways is the responsibility of all students.
- If students choose to leave the school for lunch, they may not re-enter the school until 1:00 (12:20 on short days).
- We ask for student cooperation in demonstrating appropriate school behavior in the halls. Students who chronically misbehave will lose the privilege of staying for lunch and noon hour activities.
- Students may go to the Library, where we expect our students and staff to engage in quiet study and reading.
- **Noon Hour activities may include:** Library (read and study), Chat room (informal place for students to chat), Intramurals (participants and well behaved spectators), Extra help from teachers, Computer, Movie, Art, Drama, Band Rehearsals, Student Council Activities, School Teams (spectators wanted), Student-Teacher Athletic Challenge, etc.

## **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 and back, as well as the midriff area and back. Skirts or shorts should cover the upper legs. Tank tops or short tops, which 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.

All coats and jackets are to be left in school lockers. Students are not allowed to wear hats, bandannas, 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 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 the proper paper work 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**

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 at the rear of the school on the field and wait quietly while roll call is taken. An administrator will verbally and visually indicate when it is safe for students and teachers to return, in an orderly manner, to the classroom.
- All students not in their regular class when there is a fire drill should immediately leave the school by the nearest safe exit and report to their classroom teacher once outside.

## **SCHOOL EMERGENCY**

An emergency may include fire, 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 fire siren will be operated at a steady wail rather than the usual rise and fall.**
- **Should the siren sound outside of class time (noon hour - after school) 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 insure that "due process" is followed. We involve as many people as we feel are necessary to help the student get back on track, including the school counselor. To teach appropriate behaviour we may use: Compensation (a positive action); Letter Writing (an apology or information about a better course of action); Improvement Plans (student directed); Research (investigating safe/appropriate behavior).

The underlying principles are:

**The teacher** is the primary disciplinarian and will make every effort to work with the student in disciplinary matters. Teachers will often use the following strategies to encourage students to behave in a more appropriate manner: correct behavior with reminders; review expectations; teach appropriate behavior during lunch detention; provide time for student to self-reflect during an in-class time out, communicate areas of concern with parent; and referral to administration for further instruction and practice regarding behaviour.

**The Administrators** will also use a variety of measures to encourage students to make more positive choices: discussion with students, contact with parents, detentions, removal from class/classes for a period of time, in school suspensions from 1 to 3 days depending on the circumstances, out of school suspensions from 1 to 5 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 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. The teachers' 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 children who have 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.

- **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**

- Repeated refusal to follow directions of staff members
- Willful destruction of property/theft
- 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 Elk Island Public Schools' technology user agreement
- Conduct that is injurious to the moral tone or physical and emotional well being of the school or individuals

Major, repeated and/or serious misconduct will result in an out of school suspension ranging from 1-5 school days. A suspension with referral to the Board 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 from all schools in the system. In the event of an expulsion, the board must offer the student another educational program.

## **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 and so on, 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 work
- 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 are:

- Ask the person to stop and then walk away
- Talk to your teachers / counselors
- Talk to school administration
- Talk to your parents

When students find themselves in difficult situations, such as seeing a fight, seeing a student being bullied or harassed, 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, go and get help. They should never stand and watch the situation. If they stand and watch they become part of the problem and as such may face disciplinary actions for being part of this unacceptable situation. Do not be a “Bystander”. If you have questions about this, please contact administration.

**Let’s stand up together and refuse to let bullying and harassment occur 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. The Division 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 R.C.M.P. and AADAC for both prevention and intervention strategies.

As part of our intervention framework, EIPS has partnered with the R.C.M.P. 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 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. POSITIVE REFERRAL PROGRAM**

The purpose of this program is to encourage appropriate, desirable or exemplary behavior in our junior high school students. When such behaviors are observed by a staff member, a positive referral is awarded to the student.

## **E. SCOOTER and SKATEBOARD POLICY**

Concern for the safety of students has prompted new Safety Guidelines for physical activity in Alberta Schools. 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.

- a) Students will be allowed to scooter/skateboard to the school entrance when they come to school and they will be allowed to skateboard away from the school when they are leaving.
- b) 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.
- c) Students are expected to restrain their activities to avoid dangerous maneuvers and at all times to follow the wishes of school supervisors.
- d) Scooters and skateboards are not allowed to be taken into the classrooms and are to be carried while inside the school.

### **Consequences:**

Students not following the guidelines outlined here will run the risk of:

- a) Having their skateboards confiscated.
- b) Losing the privilege of bringing their skateboard to school.

## **F. DIGITAL DEFINITIONS**

### **Digital Citizenship**

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. Elk Island Public schools recognizes the complexity of digital citizenship and the issues of technology use. EIPS has identified the following components that contribute to the overall EIPS digital citizenship program:

## **Digital Access**

Digital access refers to “full electronic participation in society” (Ribble, 2011). Information technology provides a platform that connects learners with a world-wide library of information and, importantly, with other learners, educators and people who can contribute significantly to their education and development.

## **Digital Communications**

Digital Communications involves the use of digital channels between two or more people. It can be used to convey messages, publish and share information.

## **Digital Literacy**

Digital literacy is the ability to locate, organize, understand, evaluate, and create information using digital technology. It involves a working knowledge of current technology, and an understanding of how it can be used.

## **Digital Etiquette**

Digital Etiquette is the code of conduct that governs all forms of online communication. Digital etiquette, or netiquette, is a set of rules for how to behave online. Like the rules of etiquette that determine how we interact with other people in real life, netiquette emphasizes good manners, courtesy and respect in all the various forms of digital communications such as email, IMS message boards, texting, photos and social networking websites.

## **Digital Law**

Digital law refers to legal requirements, legal decisions and ethics that relate to digital environments as stated in the Canadian Copyright Act (2012). Digital law directly affects students in classrooms, employees and the division as a whole. See Copyright Matters - Chapters 20 and 21

[http://cmec.ca/Publications/Lists/Publications/Attachments/291/Copyright\\_Matters.pdf](http://cmec.ca/Publications/Lists/Publications/Attachments/291/Copyright_Matters.pdf)

## **Digital Security**

Digital security provides the necessary precautions to best guarantee safety and security. This is addressed in terms of student learning, as well as protecting students, employees, resources and the division.

## **Digital Commerce**

Digital Commerce is the process of online buying and selling of goods. It is important for students to understand the value, limitations and risks of purchasing online products.

## **Digital Health and Wellness**

Digital health and wellness refers to physical and psycho-social well-being in a technological world. Given the increasing frequency with which students and staff use technologies, health and wellness are areas to be considered in the interest of developing well-balanced future citizens.

## **Digital Rights and Responsibilities**

Digital responsibility is about the ethical use of technology meaning the right and freedom to use all types of digital technology while using the technology in an acceptable and appropriate manner. As a user of digital technology, staff and students have the right to privacy and the freedom of personal expression. Along with these rights, EIPS employees and students have a responsibility to use it wisely and respect the works of others. Students are required to follow the EIPS Acceptable Use Policy and the Digital Citizenship program outcomes that detail how to be digitally respectful in and out of the classroom setting.

## **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, educating students on the EIPS standards of Digital Citizenship

- Parents have a shared responsibility for encouraging/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 School Codes 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.

## **G. STUDENT TRANSPORTATION DISCIPLINE PLAN**

Riding the bus is considered a privilege and all rules and seating plans must be followed.

### **GENERAL REGULATIONS**

1. Only the driver, students and authorized personnel may ride on the bus. All students must have a bus pass.
2. Students are expected to be at their designated boarding location on time.
3. Unnecessary conversation with the driver is prohibited.
4. The bus will not leave the school until ten minutes after the closing of school unless all students are boarded.

### **RULES**

1. Directions, as given by the driver must be followed.
2. Students must sit in an assigned seat and remain seated while the bus is in motion.
3. All objects and parts of the body must be kept inside the bus.
4. Quiet conversation is permitted on the bus. There must be absolute silence at railway crossings.
5. Disruptive or destructive behavior such as pushing, spitting, fighting, use of profane language, the throwing of objects, or acts of vandalism is prohibited.
6. Open beverage containers and eating are not permitted during regular bus runs. (Medical exemptions may be made)
7. Electronic games or personal music devices are allowed if they are used with individual headphones.
8. The use of tobacco or other smoking materials is prohibited.
9. Students will not be permitted on buses if conveying, using, or under the influence of alcohol or other controlled substances.
10. The possession, use or conveyance of potentially dangerous items is prohibited.

### **CONSEQUENCES**

- Step 1 Verbal warning to the student by bus driver.
- Step 2 Verbal warning to the student and parental contact by bus driver.
- Step 3 Written warning and parent contact by bus driver. Administration discusses the situation with the student and the next steps in the discipline process are outlined on the written form.
- Step 4 One (1) to Five (5) day suspension. Administration notifies the parents of the bus suspension and arranges for a meeting if deemed necessary, with the parents, the student, and bus driver and Student Transportation Staff prior to the student being reinstated from suspension. Student and parents are notified that further misconduct will result in suspension with referral to the Board.
- Step 5 Suspension with referral to the Board of Education for removal from the bus permanently.

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

A detailed set of bus rules are posted on each bus.



## H. 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 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.

## I. 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.

## J. CONSTRUCTION/FABRICATION STUDIES AND FOODS AND FASHION

Students must wear closed toe shoes in the labs at Rudolph Hennig School at all times. Students not properly attired will be given book work to complete.

## K. EXTRA REMINDERS

1. Food and drinks such as pop, juice, etc. are not allowed in class.
2. Gum chewing is not allowed in the school building at any time.
3. 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 left in the students' lockers.
4. For safety reasons, students are not allowed to carry backpacks or large purses 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 Honors or Merits. **A student cannot receive an honors 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, Drama, Film Studies, French, Outdoor Ed, History of the World Through Film, Fast and Convenient Foods, Leadership, 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/reviewing 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. Recommended minimums are Grade 7 - 1 hour, Grade 8 & 9 - 1 1/2 hours.

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

The library is open at 8:20, at breaks, at noon and for a few minutes after school. During the noon activity time, the library is for study, homework and silent reading purposes only. All books are loaned on a 2-week basis. The

maximum number of books a student should have at any one time is 3 books. The library is a classroom and students are expected to apply the same rules in the library as the classroom.

## **E. REPORT CARDS**

Parents can print their child's progress report in the fall and in the spring. Parents can print their child's final Report Card at the end of the school year through the Power School parent portal which can be accessed at eips.ca. Parent/Teacher interviews will be held in November and March. Parents are encouraged to log in to Power School at any time to stay up to date with their child's progress during the year. Information is available on the EIPS website for the internet address and procedures to access these marks and attendance records.

## **F. FINAL MARK APPEAL PROCEDURES**

The Elk Island Board of Education Student Evaluation Policy HKAB states in part:

Every pupil and/or parent has the right to appeal the final mark(s) granted to that pupil. Every pupil and/or parent should be acquainted with the appeal procedures available to them. Information regarding the appeal procedures shall accompany the final report of each student

### School Level

The pupil and/or parent may appeal in writing a final mark or grade placement to the principal or designate within sixty days of the marks being made available.

- i) The appeals shall be considered prior to the commencement of the next school term.
- ii) The written appeal shall outline the reason for making the request.
- iii) The school principal or designate shall acknowledge receipt of the appeal and indicate to the student or parent the expected date when the appeal decision will be reached.
- iv) A copy of the principal's letter shall be forwarded to the Associate Superintendent (Instructional Services) for information.
- v) To review the basis of any final mark awarded to a student, or a grade placement decision, the principal shall employ
- vi) and one or more of a), b), c) and d) listed below:
  - a) consultation with the teachers involved;
  - b) check of records;
  - c) a personal hearing of the student's appeal;
  - d) allow the student to see the graded final examination.

Teacher mark verifications shall be submitted to the principal at the end of each school year.

The school principal shall formally confirm in writing the outcome of the appeal to the student or parent. A copy shall be forwarded to the Associate Superintendent (Instructional Services).

Address appeals to:

Mrs. Susan Freiheit, Principal  
Rudolph Hennig Junior High School  
c/o Elk Island School Regional Division # 14  
9512 - 92 Street, Fort Saskatchewan T8L 1L7

## **G. AWARDS**

### **Academic Awards**

Merit Awards - based on average mark achieved through the year from Language Arts, Math, Science, and Social of 75 - 79% and a pass in all other courses (all grades)

Honors Awards - based on average mark achieved through the year from Language Arts, Math, Science, and Social of 80-100% and a pass in all other courses (all grades)

Top Academic Performance with complementary marks used to break a tie (all grades)

## H. STUDENT ACTIVITIES

### Extra-Curricular Activities

Rudolph Hennig Junior High School offers a variety of extra-curricular activities, including school athletic teams, drama, band, and student council. We encourage all students to become involved in any school extra-curricular activities that interest them, taking the following precautions:

- 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!**

