

# RUDOLPH HENNIG JUNIOR HIGH SCHOOL

## STUDENT-PARENT HANDBOOK 2024-2025



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Welcome to the home of the Ravens! We support personal development and academic growth for all our students.

Rudolph Hennig Junior High School honours Treaty 6 territory and welcomes students from Métis settlements and First Nations communities throughout Western Canada and the Northwest Territories. We strive to build a safe and caring environment where cultural practices and traditions are honoured and celebrated. We work closely with community Elders to bring the truth of Canada's history to our students as we work towards shared reconciliation.

We hope your year with us will be an enjoyable, rewarding, and memorable experience. Rudolph Hennig's staff are committed to ensuring all students achieve success.

Respect for yourself and others, a desire to do your best, 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 support you on this journey.

### Contact Information

Principal	Mr. Greg Cruickshank - <a href="mailto:gregory.cruickshank@eips.ca">gregory.cruickshank@eips.ca</a>
Assistant Principal	Mrs. Glenda Gray – <a href="mailto:glenda.gray@eips.ca">glenda.gray@eips.ca</a>
Guidance Counselor	Ms. Rebecca Hache - <a href="mailto:rebecca.hache@eips.ca">rebecca.hache@eips.ca</a>
Registrar	Mrs. Donna Gaumont - <a href="mailto:donna.gaumont@eips.ca">donna.gaumont@eips.ca</a>
Business Manager	Mrs. Margaret Tomkow - <a href="mailto:margaret.tomkow@eips.ca">margaret.tomkow@eips.ca</a>

For any general inquiries please email [general.rhj@eips.ca](mailto:general.rhj@eips.ca)

**School Council Monthly Meeting @ 6:00pm – 7:00pm in the RHJ Library**

September 23, 2024 AGM

See School Calendar for monthly dates.



# RUDOLPH HENNIG ACTIVITIES AND OPPORTUNITIES

## A. EXTRA CURRICULAR ACTIVITIES

Rudolph Hennig Junior High School offers a variety of extracurricular activities for students to be involved in at school beyond the classroom. These opportunities may run before school, at lunch, or after school, and they may be an extension of some complementary subjects. Some of the clubs and extracurricular activities available to students are athletics, drama, band, e-sports, our GSA. We encourage all students to become involved in any extracurricular activities to connect with their peers, as well as build pride in our school.

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

## B. ATHLETICS

Rudolph Hennig Junior High School offers a variety of athletic opportunities for our students. This includes Cross Country running, Volleyball, Basketball, Handball, Badminton, Golf, and Track and Field. It is a privilege to be a member of a Ravens Athletic team. Student athletes are expected to do their best academically, as well as their best athletically. We encourage all students to become involved in any extracurricular activities that interest them. Families will receive information about the season at the beginning of tryouts, including fees. All fees must be paid, or payment plans arranged with the Business Manager prior to the start of the season.

# THE JUNIOR HIGH SCHOOL ACADEMIC 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. 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, Baking, Computer Science, Construction, Cosmetology, Culinary Arts, Design Studies, Digital Design, Drama, Film Production, Foods, French, Hockey Plus, Leadership, Learning Strategies, Math Strategies, Outdoor Ed, Performing Arts, and Recreational Fitness.

## C. STUDY HABITS AND HOMEWORK

Students are encouraged to establish good study habits, and complete any homework assigned to stay up to date with their learning, and to support academic success. This may look different for each student, but students may need to complete homework if they are missing assessments or if they missed class time. Students are encouraged to review their learning material, or complete practice questions to increase their understanding and to prepare for tests.

## 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.

## E. REPORT CARDS

Parents can access the PowerSchool Parent Portal to print off their child's progress reports in the fall, in the spring and their final report cards in June. Parent/Teacher Interviews will be held in October / November and March. Students and Parents are encouraged to log in to PowerSchool frequently to stay informed of their 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. Greg Cruickshank, 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.

# SCHOOL PROCEDURES

## A. ATTENDANCE

Rudolph Hennig is excited to welcome our students to school each and every day! Studies show that learning and academic achievement is directly connected with consistent attendance in school. Additionally, the habit of regular attendance helps to prepare our students for life beyond school in the world of work.

Attendance will be taken 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 or email the school before 9:00 a.m. We will phone and email parents and guardians of those students whose absences have not been reported to the office.

When students are away, teachers may post lessons and assignments on Brightspace. This will help students stay up to date with their work, or to catch up when they are able to. Students are encouraged to reach out to their teachers when away, or when they return to catch up on any missed learning. If students will be away for an extended amount of time for things such as a holiday, teachers will not be providing work packages.

Parents are expected to inform the office of a student absence prior to the start of the school day. Please phone (780) 998-2216 or email [general.rhj@eips.ca](mailto:general.rhj@eips.ca) with the absence information. You can also 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. Students who are late first thing in the morning or right after lunch must report to the office. If you know your child will be late, please phone the school and let us know. Creating a routine of punctuality also helps prepare our students for the world of work. Students who are late on a consistent basis lose out on learning opportunities, and will meet with a school administrator where they may be started on the discipline cycle to make up any missed learning time.

## 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. CLASS CHANGES

Students get a 4-minute break between most classes, with a 7-minute break between periods 2 and 3. Students are able to access their lockers between each class to get the required materials for them to learn and be successful.

## E. PHONES AND PERSONAL MOBILE DEVICES

The ownership and use of a personal mobile device (PMD) has grown exponentially over the past decade. While personal devices offer potential opportunities for communication, information access and enhanced opportunities for instruction, personal mobile devices can also be a source of distraction that can negatively impact children's and students' mental health, engagement and learning. Regulated use of personal mobile devices in schools and throughout the Division is required to ensure the promotion of welcoming, caring, respectful and safe learning and working environments. Appropriate use of personal mobile devices contributes to the safety and security of students and staff, minimizes risk to personal wellbeing and disruption to instruction, and protects personal privacy and academic integrity.

Cell phones and other electronic devices, including smart watches and ear-buds, are only allowed in the school for use during non-instructional time unless this privilege is revoked by school administration. If parents choose to send a device to school with their child, the school requires that:

- ✓ **the device be stored in the student's locker during instructional time**
- ✓ students are able to use their phone before and after school, during break time, and lunch time,
- ✓ ear buds should not be in during class time.
- ✓ no digital recordings are taken of **any students or staff** without permission (no photos taken, etc.)

Students shall not access a PMD unless given permission by the teacher for a specific educational task or purpose.

PMDs shall not be on the student unless documentation has been provided to the Principal or designate that confirms the use is for a diagnosed health or medical condition; or an identified special learning need.

Students shall have access to a PMD during break periods only—for example, class breaks and lunch breaks.

All use of social media, as defined in Administrative Procedure 146: Social Media, on Division networks and devices is prohibited.

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 will be dealt with through the the tools as outlined in the Education Act, which may include a suspension from school. Parents may be directed to pick up the PMD of students who fail to adhere to the expectations of Rudolph Hennig's PMD Plan.

## **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 locks and lockers remain the property of the school and are to be kept neat and tidy.

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.

#### **Additional lock/locker Information**

- 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. LUNCH TIME**

Students can choose to eat at school in a grade level classroom, or leave school to eat outside or go home for lunch.

For those students who stay at school or eat outside:

- Students are asked to clean up after themselves.
- For the remainder of lunch, students can: walk the hallways, sign-out equipment to play outside or in the gym, read and relax in the courtyard or library, or access the computer lab. There are also clubs that will meet at lunchtime.

## **H. DRESS AND APPEARANCE**

Rudolph Hennig Junior High School is a place focused on the business of learning. We believe in appropriate attire for the environment that we work and learn in. This means that clothing with inappropriate language, symbols of drugs or alcohol, obscene gestures, or suggestive images or sayings are not acceptable. Clothing choices should be age appropriate, and students are expected to wear clothing that appropriately covers the student. Any concerns will be addressed directly by staff in a discreet manner.

Bags are to be left in school lockers. Footwear must be worn at all times in the school.

Students are required to have athletic shoes and are encouraged to bring a change of clothes or wear athletic type clothing for activity classes. Students are also encouraged to bring and use deodorant. Please note that students are not able to bring body sprays or perfumes to be used at school.

## **I. Emergency Drills**

Students and staff will execute emergency preparedness and safety drills throughout the year. Families will be notified via School Messenger when drills occur.

### **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

## **STUDENT EXPECTATIONS**

### **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.

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

### **B. CODE OF CONDUCT**

Please refer to [Administrative Procedure 350](#) and [311](#)



## **C. INTERVENTIONS**

As it relates to student behaviors, Rudolph Hennig will engage in a variety of interventions which may include some of the following:

### **RESTORATIVE JUSTICE / COMMUNITY CONFERENCE**

Students will work together to restore and rebuild relationships which may have been damaged through inappropriate behavior.

### **STUDY HALL**

Students may work in study hall to catch up on missing assessments.

### **CLASS SUSPENSION**

A student is suspended from the class in which the infraction occurred and will do course work in a supervised area.

### **IN-SCHOOL SUSPENSION**

A student is suspended from all classes but will work, under supervision, in the office area. The duration of the in-school suspension is from the beginning of block 1 to the end of block 6. Students must bring all necessary work and a lunch. Teachers will send work to the student's station in the assigned area.

### **OUT-OF-SCHOOL SUSPENSION**

A student is suspended from classes, all school related activities, and prohibited from all EIPS school premises, school buses, and school property including practices, rehearsals and work experience. As a point of clarification, when the days of suspension are on either side of a weekend, the student is precluded from participating in school-related activities on the weekend, including spectating.

Before any student may return to school, a reinstatement meeting will be held with parents and school administration.

### **STUDENT CONDUCT ON SCHOOL BUSES**

The student's primary responsibility is to conduct himself/herself in a manner that will not cause the bus driver to divert his/her attention from driving the bus. See Elk Island Public Schools' Administrative Policy 351. <https://www.eips.ca/about-us/administrative-procedures/351>

## **D. 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. Students in junior high should not be in possession of cigarettes or smoking paraphernalia in the school - this includes electronic versions of cigarettes. If students are in possession of these items, the items will be confiscated and disposed of, and the student will be suspended. Students may also be referred to the City of Fort Saskatchewan Enforcement Services for a violation of provincial statutes.

## E. 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.
- 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 field trip walks, including as transportation to Hockey Plus.

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.

## F. 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 alternate work to complete.