

STUDENT HANDBOOK

ÉJHMS

2024 - 2025

École John Henderson Middle School

930 Brazier Street Winnipeg, Manitoba R2K 2P3

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Principal: Leigh Stachniak Whalen **Vice Principal:** Sheri Stoesz

WELCOME/BIENVENUE

ÉJHMS is a Grade 6 to 8 dual track middle school in River East Transcona School Division where students select either French or English as their language of instruction.

INTRODUCTION

This handbook is intended to serve as a guide and source of information for the students and families of École John Henderson Middle School. We hope that it will provide insight into the educational process at our school and that students and parents will gain some understanding of what will be expected of students at École John Henderson Middle School.

MISSION STATEMENT

We provide a welcoming, safe, and caring learning environment where middle years learners feel valued, respected, and motivated.

PROGRAMMING

ÉJHMS provides regular programming and instruction in English for students from the catchment community. As well, ÉJHMS is a designated middle school for the French Immersion program in River East Transcona School Division.

FRENCH IMMERSION PROGRAM

The French Immersion Program is a bilingual education system where non-French-speaking students receive most of their instruction in French. It combines language learning with subject instruction, enabling students to communicate and learn various subjects in French.

School Day	
8:45 a.m.	STUDENTS ENTER & REPORT TO HOMEROOM
8:55 a.m.	ANNOUNCEMENTS
9:00 a.m.	INTERACTIVE START
9:30 a.m.	PERIOD 1
10:15 a.m.	PERIOD 2
11:00 a.m.	PERIOD 3
11:45 a.m.	FIRST HALF (students in homeroom)
12:12 p.m.	SECOND HALF (field, clubs, intramurals, library)
12:40 p.m.	ENTERING THE BUILDING
12:45 p.m.	ATTENDANCE/READING
1:00 p.m.	PERIOD 4
1:45 p.m.	PERIOD 5
2:30 p.m.	PERIOD 6
3:20 p.m.	DISMISSAL

Students who are involved with school activities (sports, art, band, clubs) prior to our morning entry at 8:45 a.m. and after our 3:20 p.m. dismissal, will be permitted to be in school for the activities they are involved in. All other students must vacate the premise.

REPORTING

Formal report cards will be posted to our Parent Portal three times each year: December, March, and June. Student-Led Conferences are held twice a year. Parents will be informed as to when they can access report cards and book conferences via our weekly e-memo and our website.

LUNCH HOUR EXPECTATIONS

Students who live nearby are encouraged to go home for lunch unless they are involved in lunch-hour activities. According to divisional policies only bus students are required to eat at school. It is also our expectation that Grade 6 students remain on school property during the school day, including over the lunch hour.

Students staying for lunch must eat in their homerooms, be respectful, behave responsibly and clean up after themselves. We have high expectations for student behaviour both while at school and out in our community at all times.

During designated times over the lunch hour, there are various activities and options available to students each day, students will choose from the following:

- go to a school sponsored activity such as intramurals, clubs and/or extra academic assistance.
- go to the library to read, study and/or complete homework.
- sign out sports equipment to be used in the school yard.
- go outside and remain on school property.

Any abuse of the above expectations will result in a suspension of lunch privileges for a length of time determined by the administration.

ALLERGY ALERTS

There are students attending ÉJHMS with life-threatening allergies to peanut butter and nut products as well as fish. Exposure to even a tiny amount of these items can be potentially serious. We therefore ask for your cooperation to please avoid sending any items containing peanuts/nuts or fish with your child to school. It is imperative that we all teach children to respect this serious situation.

SCENT SENSITIVITY

Students are asked to refrain from using perfumes or any scented products, including hair spray, nail polish remover and aerosol deodorants while at school.

PICK UP AND DROP OFF

If you must pick up your child please arrange a meeting spot a few blocks away to minimize traffic. Please avoid Brazier as there is no stopping due to school bus loading. The best solution is to have your student walk or take the bus.

PERSONAL BELONGINGS & LOCKERS

The responsibility for items of personal property lies with the individual student. The school assumes no responsibility for loss, damage, or theft. Combination locks are provided for students' lockers. Students must keep their belongings locked up at all times and must not reveal their combinations to others. It is important that students understand that their combination should be treated as personal and private information. We encourage valuables be kept at home. **Valuables are not to be taken into the Physical Education change rooms.**

SEARCHES OF LOCKERS, DESKS, STUDENT CLOTHING OR POSSESSIONS

The River East Transcona School Division supports its teaching and administrative staff in the maintenance of proper order, discipline, and decorum on school premises, within divisional facilities, and also during the course of any divisional or school-approved activity, on or away from the school campus. Further, the River East Transcona School Division recognizes that students are entitled to privacy. However, it is acknowledged that school administration may consider a search necessary to maintain the integrity of the school environment and to protect students. To this end, the River East Transcona School Division empowers the principal (or designate) to conduct reasonable searches of students' clothing, personal effects, lockers, and vehicles. Please refer to RETSD Policy JIH: Search and JIH-R: Search Procedures for further information.

EMERGENCY DRILLS

FIRE DRILLS

Fire regulations state that we must have ten fire drills per year. Signage in each room indicates the fire exit. Students are expected to exit and re-enter the building in a quiet and orderly fashion.

LOCKDOWN & HOLD AND SECURE DRILLS

As per divisional policy and as a precautionary measure, we practice lockdowns and hold & secures during the school year.

IN CASE OF EMERGENCY:

School Evacuation Site: Lord Wolseley School or if Lord Wolseley is not accessible, Rossmere Golf and Country Club

Parent Location: Angus McKay School

Media Location: Bronx Community Center

COLD WEATHER GUIDELINES:

All students will remain inside when the temperatures or windchill is -27°C or below.

TECHNOLOGY EXPECTATIONS

Students are not required to have electronic devices in class as we have access to laptops and iPads. Students are encouraged to leave their devices at home if they are concerned about loss, damage, or possible theft. The school assumes no responsibility for lost, damaged or stolen property. Students are expected to be responsible digital citizens when using cell phones and other electronic devices.

- The taking and/or distribution of pictures or videos is strictly prohibited during school hours including, but not limited to, lunch hours, class changes, school events, and out of school trips.
- Parents and students are expected to use office phones for communication during the school day to ensure clear communication between the school and home.
- School staff may confiscate electronic devices from students if they are used for unauthorized purposes or at unauthorized times. Once an electronic device is confiscated - parents will be notified.
- 1st confiscation a letter is sent home; 2nd confiscation a letter is sent home; 3rd confiscation a parent must pick up the device.
- Students need to be able to clearly hear instructions and announcements in the hallways and classrooms. As such, students are not permitted to use any sort of portable music devices, headphones, or earpieces during school hours without the permission of the teacher, except for during the lunch break.

CODE OF CONDUCT

The purpose of [the RETSD Code of Conduct](#) is to promote a healthy school culture where high levels of achievement occur within a positive school environment. River East Transcona School Division believes that everyone has the right to be treated with dignity and respect.

ATTENDANCE

Students who attend school regularly are more engaged in learning, have a greater sense of belonging, and are more likely to graduate from high school. If good attendance habits are not developed in early years, research shows absenteeism becomes greater, academic achievement is lower, and the likelihood of school dropout increases. Where illness or circumstances necessitate a student absence, parents/guardians are asked to contact the school. In the event of an unexcused absence, the secretary will contact the parent/guardian. There is an answering machine operative during the hours when the school is not open. Call **204-661-2503** to leave a message or email jh@retsd.mb.ca. If possible, parents and students are asked to make appointments for students outside of the regular school day.

PUNCTUALITY

Students are expected to develop an attitude reflecting the importance of being on time. Students who are late must report to the office upon arrival.

FOOD AND DRINKS

Students are encouraged to bring a water bottle and healthy snacks to school. Other open food and drinks are not allowed in the classes and hallways during instructional time. When students are entering the school, they are not permitted to bring open food/drinks (such as Slurpee's) into the school without permission.

DRESS CODE

Students shall dress in a manner that is appropriate for a learning and working environment. Please see policy JICA: [Student Dress Code](#)

NON-SMOKING POLICY

The RETSD is a non-smoking division. This means that adults and students are not allowed to smoke, use e-cigarettes or vaporizers in the school, anywhere on school property, while on school activities, or in the proximity of the school building itself. Possession, use, and sale of electronic vaporizer devices and related products are not permitted on RETSD property or at a school related activity or function. Please see policy JICG-R: [Electronic Vaporizer Devices and Tobacco](#)

ALCOHOL AND OTHER DRUG USE

The use or possession of alcohol or illicit drugs is strictly prohibited. In the interest of the health, safety, social and emotional well-being of all students, the board has adopted the following policy to address student alcohol and other drug use during school or at school related activities, functions and on school property. Please see policy JICH: [Alcohol and Other Drug Use by Students](#)

AT ÉJHMS WE VALUE

3 WAYS TO BE AWESOME

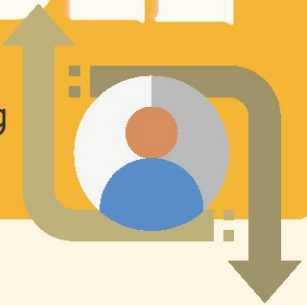


RESPECT

- I respect myself
- I respect others
- I respect our school and the community

RESPONSIBLE

- I am responsible for my actions
- I am responsible for my learning
- I am responsible for choices



KINDNESS

- I am kind to myself
- I am kind to others
- I am kind to the environment

INTERACTIVE START

Interactive Start is a time where students choose an activity of personal interest to explore without restriction of class or grade. Students and staff begin their day by choosing from a variety of activities classified in one of four categories: **Move – Build – Learn – Relax**.

We believe in empowering students to choose activities that will help them to self-regulate, build personal responsibility, and self-manage, as well as increase motivation and engagement at school. We believe that starting each day with positive, social, and active interactions will provide opportunities to:

- increase levels of motivation and engagement.
- reduce anxiety.
- grow in imaginative play, creativity, and innovation.
- build on our belief of multi-age community and cross-grade connections.
- foster relationships between students and between students and staff.

STUDENT EXPECTATIONS — INTERACTIVE START	
STUDENTS WILL	Arrive on time and prepared .
	Actively participate .
	Take time to disconnect and unplug.
	Respect self/others/property.

ÉJHMS STUDENT FEES

Every student pays a fee of \$40.00 and is distributed as follows:

- \$15.00 Interactive Start / Special Events
- \$10.00 House Team T-shirt
- \$15.00 Supplies

Yearbook (optional)

The ÉJHMS softcover yearbook is optional and can be purchased at a cost of \$20.00.

Art Students Only

There is a fee of \$40.00 for students in art to cover costs such as paint, papers, oil pastels, art kits and any other supplies needed for the year.

Band Students Only

There is a fee of \$12.00 for a Band Method Book **for Grade 6 and 8 only**. The rental fee for students playing baritone saxophone, bass clarinet, French horn, euphonium, and tuba is \$180.00. The rental fee for students playing percussion is \$80.00.

École John Henderson Middle School – Calendar 2024-2025

Tuesday, September 3, 2024 Wednesday, September 4, 2024 Tuesday, September 10, 2024 Wednesday, September 11, 2024 Thursday, September 12, 2024 Monday, September 30, 2024 Wednesday, October 2, 2024 Monday, October 14, 2024 Friday, October 25, 2024 Wednesday, November 6, 2024 Thursday, November 7, 2024 Friday, November 8, 2024 Monday, November 11, 2024 Friday, November 22, 2024 Wednesday, December 4, 2024 Monday, December 9, 2024 Friday, December 20, 2024	- Co-ordinated Day - NO CLASSES - Meet the Teacher 3:30pm - 6:00pm - First Day of Classes - Day 2 - Picture Day - Parent Advisory Council Meeting 5:30pm - Grade 6 Band First Lesson Night 6:00pm - 7:30pm - National Day of Truth and Reconciliation - NO CLASSES - Parent Advisory Council Meeting 5:30pm - Band Parent Meeting 6:30pm - Thanksgiving Day - NO CLASSES - Co-ordinated Day - NO CLASSES - Picture Retakes - Parent Advisory Council Meeting 5:30pm - Band Parent Meeting 6:30pm - Student Led Conferences 4:30pm - 7:00pm - Professional Development Day - NO CLASSES - Student Led Conferences 9:00am - 11:30am - Remembrance Day - NO CLASSES - Co-ordinated Day - NO CLASSES - Parent Advisory Council Meeting 5:30pm - Report Cards Issued - Last Day of Classes for Winter Break - EARLY DISMISSAL 2:20pm
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WINTER BREAK - DECEMBER 23, 2024 TO JANUARY 3, 2025

Monday, January 6, 2025 Wednesday, January 8, 2025 Thursday, January 16, 2025 Friday, January 31, 2025 Monday, February 3, 2025 Wednesday, February 5, 2025 Thursday, February 13, 2025 Monday, February 17, 2025 Thursday, February 27, 2025 Wednesday, March 5, 2025 Friday, March 14, 2025 Tuesday, March 25, 2025 Friday, March 28, 2025	- Classes Resume - Day 5 - Parent Advisory Council Meeting 5:30pm - Band Parent Meeting 6:30pm - Winter Band Concert @ École John Henderson Middle School - Co-ordinated Day - NO CLASSES - Co-ordinated Day - NO CLASSES - Parent Advisory Council Meeting 5:30pm - Band Parent Meeting 6:30pm - Open House for NEW 2025-2026 Parents & Students 4:30pm - 6:30pm - Louis Riel Day - NO CLASSES - Student Led Conferences 4:30pm - 7:00pm - Parent Advisory Council Meeting 5:30pm - Co-ordinated Day - NO CLASSES - Report Cards Issued - Last Day of Classes for Spring Break
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SPRING BREAK - MARCH 31, 2025 TO APRIL 4, 2025

Monday, April 7, 2025 Wednesday, April 9, 2025 Friday, April 11, 2025 Friday, April 18, 2025 Wednesday, May 7, 2025 Tuesday, May 13, 2025 Monday, May 19, 2025 Monday, June 2, 2025 Wednesday, June 11, 2025 Thursday, June 26, 2025 Friday, June 27, 2025	- Classes Resume - Day 4 - Parent Advisory Council Meeting 5:30pm - Band Parent Meeting 6:30pm - Co-ordinated Day - NO CLASSES - Good Friday - NO CLASSES - Parent Advisory Council Meeting 5:30pm - Band Parent Meeting 6:30pm - Spring Band Concert @ École John Henderson Middle School - Victoria Day - NO CLASSES - Co-ordinated Day - NO CLASSES - Band Parent Meeting 5:30pm - Administration Day - NO CLASSES - Last day of classes, Reports Cards Issued -EARLY DISMISSAL 2:20pm
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École John Henderson Middle School

École John Henderson Student Handbook

Please visit our website <https://www.retsd.mb.ca/jh> > Documents & Forms > General Information to review the handbook with your child. A hardcopy can be requested by contacting the school.

I acknowledge that I have reviewed the information outlined in the École John Henderson Middle School Student Handbook:

Student Name: _____

Signature: _____

Date: _____

Parent/Guardian Name: _____

Signature: _____

Date: _____

Please return this completed form to the Homeroom teacher.