

STUDENT HANDBOOK



2025 - 2026

École John Henderson Middle School

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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
9:25 a.m.	PERIOD 1
10:10 a.m.	PERIOD 2
10:55 a.m.	PERIOD 3
11:40 a.m.	FIRST HALF (students in homeroom)
12:10 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 premises.

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.

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.
- It is strongly recommended that **Grade 7 and 8 students** stay on school grounds during the lunch hour. Students that choose to stay at school will be supervised by staff. If students choose to leave the building at lunch, they are expected to be back at school on time for afternoon classes. Expectations for behavior in the community remain in place over the lunch hour even if students choose to leave the school grounds.

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 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.

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.

BIKE CAGE

We do have a bike cage to help keep all our bikes safe.

- **ALL** bikes in the bike cage must be locked to a bike rack with an effective bike lock.
- During school hours the bike cage will be locked. Students who are late or need to leave early will need to lock their bikes up to the bike rack outside of the cage.
- When the bell goes for the start of classes, the cage will be locked.
- The bike rack will be open during the lunch hour from 11:40 – 12:40.
- The bike rack will be opened at the end of the school day.

REPORTING

Formal report cards will be posted to our Parent Portal three times each year: November, 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.

TECHNOLOGY EXPECTATIONS

These guidelines established by the Government of Manitoba refer to any personal devices that can be used to connect to the internet (e.g., smartwatches, tablets, cellphones, laptops).

- Schools with kindergarten to Grade 8 students will be personal-electronic—device-free zones during school hours and on school property.
- When possible, we recommend that students leave all personal electronic devices at home.
- Please note that teachers will provide additional specific guidelines regarding the use of personal electronic devices during extracurricular activities.
- Please know that we have a phone in the office for student use if they need to contact home during the day. Families are welcome to call the school if they need to contact their child.
- Manitoba Education and Early Childhood Learning has published the following Frequently Asked Questions (FAQ) regarding the cellphone guidelines: [Guidelines for Cell Phone Use—FAQ](#)

COMPUTER NETWORK ACCESS

We are pleased to provide students access to computer network and equipment. Unless parents contact us to opt out, access to our computer network and equipment will be granted to all students. Please see policy IJND-E1: [Instructional Technology Use Form K to Gr 12](#)

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.

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.

Backpacks are to be kept in lockers.

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 GUIDLINES

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

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.

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 Slurpees) 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

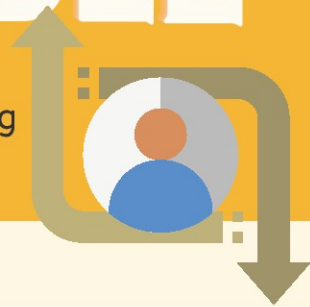


RESPECT

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 \$50.00 and will cover the cost of Interactive Start/special events, yearbook, house team t-shirt, agenda, locks, and consumables.

Art Students Only

There is a fee of \$30.00 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 \$14.00 for a Band Method Book **for Grade 6 and 8 only**. The school rental fee for students playing baritone saxophone, bass clarinet, French horn, euphonium, and tuba is \$150.00. The fee for students playing percussion is \$80.00. All other instruments are the responsibility of the families.

École John Henderson Middle School – Calendar 2025-2026

Tuesday, September 2, 2025	- Co-ordinated Day - NO CLASSES - Meet the Teacher 3:30pm - 6:00pm
Wednesday, September 3, 2025	- First Day of Classes - Day 2
Wednesday, September 10, 2025	- Picture Day - Parent Advisory Council Meeting 5:30pm - Grade 6 Band First Lesson Night 5:30pm- 7:00pm
Thursday, September 25, 2025	- Terry Fox Walk/Run
Tuesday, September 30, 2025	- National Day of Truth and Reconciliation - NO CLASSES
Wednesday, October 1, 2025	- Parent Advisory Council Meeting 5:30pm - Band Parent Association Meeting 6:30pm
Thursday, October 9, 2025	- Co-ordinated Day - NO CLASSES
Friday, October 10, 2025	- Co-ordinated Day - NO CLASSES
Monday, October 13, 2025	- Thanksgiving Day - NO CLASSES
Friday, October 24, 2025	- Co-ordinated Day - NO CLASSES
Wednesday, November 5, 2025	- Parent Advisory Council Meeting 5:30pm - Band Parent Association Meeting 6:30pm
Thursday, November 6, 2025	- Picture Retakes - Student Led Conferences 4:30pm - 7:00pm
Friday, November 7, 2025	- Professional Development Day - NO CLASSES - Student Led Conferences 9:00am - 10:30am
Tuesday, November 11, 2025	- Remembrance Day - NO CLASSES
Monday, November 24, 2025	- Term 2 Begins
Thursday, November 27, 2025	- Report Cards Issued
Wednesday, December 3, 2025	- Parent Advisory Council Meeting 5:30pm
Friday, December 19, 2025	- Last Day of Classes for Winter Break - EARLY DISMISSAL 2:20pm

WINTER BREAK - DECEMBER 22, 2025 TO JANUARY 2, 2026

Monday, January 5, 2026	- Classes Resume - Day 5
Wednesday, January 7, 2026	- Parent Advisory Council Meeting 5:30pm - Band Parent Association Meeting 6:30pm
Wednesday, January 14, 2026	- Winter Band Concert
Friday, January 30, 2026	- Co-ordinated Day - NO CLASSES
Monday, February 2, 2026	- Co-ordinated Day - NO CLASSES
Wednesday, February 4, 2026	- Parent Advisory Council Meeting 5:30pm - Band Parent Association Meeting 6:30pm
Thursday, February 12, 2026	- Open House for NEW 2026-2027 Parents and Students 4:30pm - 6:30pm
Monday, February 16, 2026	- Louis Riel Day - NO CLASSES
Thursday, February 26, 2026	- Student Led Conferences 4:30pm - 7:00pm
Friday, February 27, 2026	- Professional Development Day - NO CLASSES - Student Led Conferences 9:00am - 10:30am
Wednesday, March 4, 2026	- Parent Advisory Council Meeting 5:30pm
Monday, March 16, 2026	- Term 3 Begins
Thursday, March 19, 2026	- Report Cards Issued
Friday, March 20, 2026	- Co-ordinated Day - NO CLASSES
Friday, March 27, 2026	- Last Day of Classes for Spring Break

SPRING BREAK - MARCH 30, 2026 TO APRIL 3, 2026

Monday, April 6, 2026	- Classes Resume - Day 4
Wednesday, April 8, 2026	- International Day of Pink - Parent Advisory Council Meeting 5:30pm - Band Parent Association Meeting 6:30pm
Friday, April 10, 2026	- Co-ordinated Day - NO CLASSES
Wednesday, May 6, 2026	- Parent Advisory Council Meeting 5:30pm - Band Parent Association Meeting 6:30pm
Thursday, May 14, 2026	- Track and Field Day
Monday, May 18, 2026	- Victoria Day - NO CLASSES
Tuesday, May 19, 2026	- Spring Band Concert
Thursday, May 21, 2026	- Divisional POW-WOW
Wednesday, June 10, 2026	- Band Parent Meeting 5:30pm
Friday, June 26, 2026	- Grade 8 Farewell
Monday, June 29, 2026	- Activity Day
Tuesday, June 30, 2026	- Last day of classes, Reports Cards Issued - EARLY DISMISSAL 2:20pm



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: _____

Student Class: _____

Signature: _____

Date: _____

Parent/Guardian Name: _____

Signature: _____

Date: _____

Please return this completed form to the Homeroom teacher.