



Ellenvale Junior High School



Principal: Jeff Lewis
Vice-Principal: Heather McKay
Guidance: Jeff Gabriel
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Prince Andrew Family of Schools
Admin Unit 4 Bus Cluster 3 SLC-8
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2020-2021

NAME _____

ADDRESS _____

CITY/TOWN _____ **POSTAL CODE** _____

PHONE _____

EMAIL _____ **HOMEROOM** _____

I have read with my child the information in the student agenda.

Parent's/Guardian's Signature

Principal's Message

We are so excited to see our Ellenvale students return after 6 months away from school with remote learning during the last 1/3 of the 2019-20 school year. 2020-21 promises to be a school year like no other due to the changes we have experienced during the COVID pandemic. With this in mind, our planning revolves around getting everyone back to school in September 2020 with a focus on well-being. There will be a significant number of health and safety measures to support student learning during a pandemic. These details are outlined in our COVID Action Plan section on page 21-25.

I am pleased to welcome all new and returning students to Ellenvale Junior High School for the 2020-21 school year. We have a diverse and vibrant school community that showcases many of our talents. Our well-being focus will be front and centre in all that we do; together “#WeGotThis!”

We at Ellenvale believe that all students can learn and that each student should have the opportunity to achieve personal academic success in a safe, caring environment.

We have 16 homerooms and are welcoming a few new teachers into the Ellenvale community. We welcome their experience and expertise and look forward to having them be part of the Ellenvale community this year. Students will have a term each of Family Studies Tech. Ed. and Art.

Student, parent and community involvement are key to overall success in meeting our goals, and your participation and input is always welcome. Our school community is represented through the **School Advisory Council** which meets once monthly by Google Meet. In addition, our Parent-Teacher Fund-raising and volunteer committee or **EPG - Ellenvale Project Group**, works on implementing multiple school initiatives, keeping in mind that all school related activities will be Covid compliant. Please contact me or the administrative assistant to make an appointment to come in and share your thoughts. Also any parents or community parents that wish to volunteer in any capacity to help support our activities, please contact us.

On behalf of the staff, I'd like to welcome everyone to a new school year for 2020-21.



Jeff Lewis
Principal

Overall List of Dates for 2020-2021 School Year

August 26th	Late Registration
Sept. 3-4th	Organization and PD day (no classes)
September 8th	First Day of School
September 25th	PD Day P-12 (no classes)
October 12th	Thanksgiving Day (no classes)
November 11th	Remembrance Day (no classes)
November 16 - December 3th	Midterm & Report cards home. P-12
November 20th	Assessment and Evaluation Day Elem-Jnr. High (no classes)
December 3rd	AM- PD Day P-12 PM- Parent Teacher Interviews P-12 (no classes)
December 22nd	Last day of Classes before Christmas Break.
January 4th	Schools reopen.
February 1st-26th	Registration Month
February 15th	Edward Francis Arab Day (no classes)
March 15-19	March Break (no classes)
March 24th	Assessment and Evaluation Day Elem-Jnr. High (no classes)
March 29-April 8	Report Cards home.
April 8th	AM- PD Day Elem/Jnr.High PM- Parent Teacher Interviews Elem/Jnr.High (no classes)
April 2nd	Good Friday (no classes)
April 5th	Easter Monday (no classes)
May 21st	PD Day P-12 (no classes)
May 24th	Victoria Day (no classes)

June 29th	Assessment and Evaluation Day P-12
June 30th	Last day of School - Report Cards home

HRSB School Calendar:

https://www.hrce.ca/sites/default/files/hrsb/hrce_school_calendar_2020-21.pdf

School and Bell Schedule

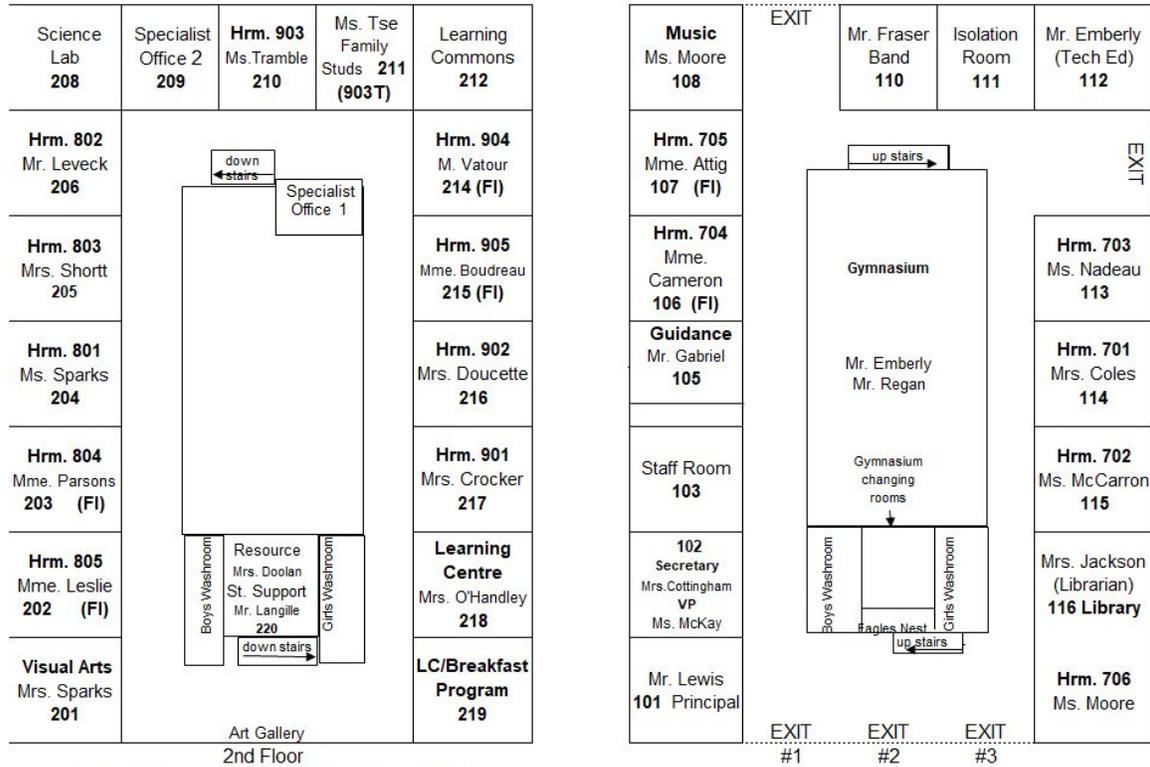
8:20	** Teacher Bell
8:25	Students Enter School
8:35	Warning bell (Bell)
8:40	Announcements (Bell)
8:45	Period 1
9:45	Period 2
10:45	Period 3
11:45	Lunch (Bell)
12:45	End of Lunch (Bell)
12:50	Period 4 (Bell)
1:50	Period 5
2:50	Dismissal (Bell)

EJHS Floor Plan

2020-21

ELLENVALE JR HIGH

Floor plan- Sept. 2020



Opening Day -Revised Aug. 2020; Admin Unit 4; Bus Cluster 3; SLC 8

Our Environment

Ellenvale Junior High is a **scent-reduced** and **nut-free** environment. Remember this year “*Not Sharing is Caring*” We want to ensure that the learning environment is safe and respectful for all students who have severe allergies and sensitivities. Students are not allowed to bring products containing nuts to school. Please ensure that you review the list of ingredients in the items that you send to school for snack and for lunch. We want to minimize the risk that any of our students experience an anaphylactic reaction through knowledge, understanding, awareness and avoidance. We reserve the right to have a student go home to wash themselves and change their clothes if they are wearing scented products. We will try to make sure that students are scent reduced. We anticipate that Ellenvale students will be most respectful of their peers and staff who work at EJHS.

Introduction

It is our mission at EJHS to provide a high quality education for every student and to provide a safe engaging learning environment where every student learns, grows, and succeeds.

Our school's most important goal is student achievement, therefore, we hold high expectations for all students and teachers. All our students are expected to meet or exceed grade level outcomes in all of their subjects. We expect students to come to class prepared, to make learning their focus and to try their best. If students need extra help in meeting these expectations, we are here to help!

Staff at Ellenvale Junior High are dedicated to ensuring students receive the support they need to learn, whether it is extra help in a subject area, study skills, or everyday help and advice on navigating life as a teenager.

We also believe that students learn best when everyone knows about the school's rules and procedures. If staff, students and parents/guardians all work together, we will succeed in making Ellenvale Junior High a school where students feel safe, take pride in their success, and feel confident in their abilities to learn and try new things.

Student Recognition

“At Ellenvale, our students SOAR!”

Please see the following link regarding our student recognition program.

<https://docs.google.com/presentation/d/1xEigZL4kq9rlgYvTBv11e-SHRGlzXsX9NHXDhspmH2o/edit?usp=sharing>

Assessment and Evaluation

Ellenvale staff are committed to helping students reach high levels of achievement. Assessment and evaluation are essential components of teaching and learning that together provide a basis to communicate student learning as well as to inform teachers about their instruction. Ultimately, evaluation is designed to allow students to be assessed and evaluated on their level of understanding and application of concepts and skills in relation to the learning outcomes.

School Communication Plan

Ellenvale staff will communicate student achievement by using Powerschool to record student assessment results and through open communication and dialogue with parents and guardians. Teachers will share the curriculum outlines and will report on student success at the end of each term.

Academic Information

Definitions

Assessment is the ongoing process of gathering information on student learning using a variety of sources and strategies. Assessment occurs during the teaching and learning process and is intended to show growth over time and to inform teaching and learning.

Evaluation is the process of analyzing, summarizing and making decisions based upon the assessment information gathered. Evaluation determines the extent to which learning occurs. Expected Learning Outcomes are the goal statements prescribed by the Department of Education that indicate what teachers are required to teach and students are expected to know and be able to do for each grade level and program/course. These goal statements are the general and specific outcomes that make up the written curriculum.

School Community consists of students, parents/guardians, teaching and non-teaching staff serving the school, school advisory councils, school groups, community members, partners, elected board members, board staff, and others with connection to the school.

Curriculum Alignment is the matching of the assessments and teaching methods with the intended curriculum.

Promotion indicates that the student has satisfied the program requirements and met the outcomes for that grade or course. The student will advance to the next higher grade.

Placement indicates that the student has not satisfied the program requirements or met the outcomes required for that grade, but has been placed in the next grade based on the decision made by the school in the best interests of the student.

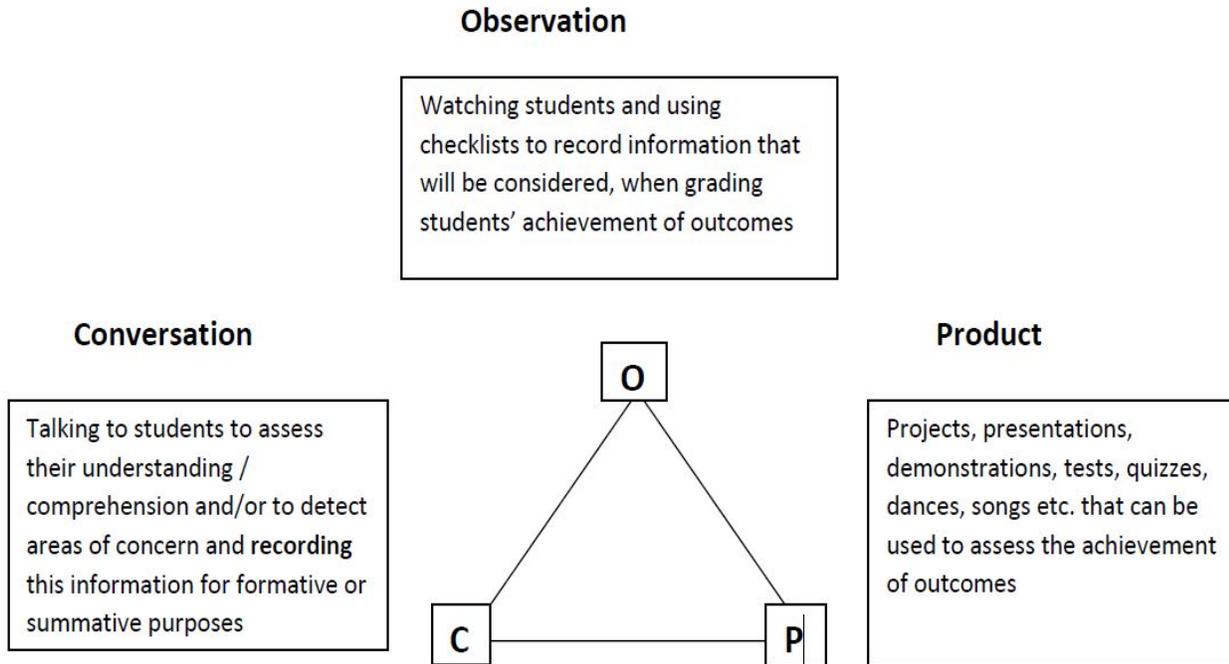
Assessment and Evaluation

The purpose is to monitor the growth of student learning over time. Also, assessment and evaluation is designed so students can be assessed and evaluated on their level of understanding of outcomes.

Teachers use a variety of strategies to gather information about student achievement. No one source is necessarily better than another. Each strategy can provide useful and different information about student achievement.

The most accurate profile of student achievement is based on findings gathered from assessing student performance in a variety of contexts.

The COPs method is a process of combining methodologies to strengthen the reliability of assessment by comparing data or information from three different sources or perspectives.



Ellenvale: School Wide Evaluation Rubric

At Ellenvale we use a 1-4 Evaluation Rubric. All grade levels will be using this measuring tool to determine academic achievement. This rubric is attached to most assessment information that is entered into Powerschool and may be viewed by clicking on individual assignments in the parent portal lookup. See image below.

Course	MATHEMATICS 7	
Assessment Name	Subtracting Integers Assignment	
Description		
▼ Outcomes Assessed		
ID	Outcome	Achievement Level
7.MTH7.O.A.12	A12 represent integers (including zero) concretely, pictorially, and symbolically, using a variety of models	3
7.MTH7.O.B.11	B11 add and subtract integers concretely, pictorially, and symbolically to solve problems	3
7.MTH7.O.B.14	B14 solve and pose problems that utilize addition, subtraction, multiplication, and division of integers	3
▼ Achievement Levels Legend:		
Achievement Levels	Description	
4	In-depth knowledge and understanding of content and concepts. Able to extend the application of the related skills	
3	Competent knowledge and understanding of content and concepts. Appropriate application of the related skills	
2	Developing knowledge and understanding of content and concepts. Developing in the application of the related skills	
1	Limited knowledge and understanding of content and concepts. Limited application of the related skills	

Grade 9's will still be receiving percentages on the report cards; however, all assessments and evaluations will be appraised using the 1-4 rubric.

Achievement levels	Description
4	In-depth knowledge and understanding of content and concepts. Able to extend the application of the related skills.
3	Competent knowledge and understanding of content and concepts. Appropriate application of the related skills.
2	Developing knowledge and understanding of content and concepts. Developing in the application of the related skills.
1	Limited knowledge and understanding of content and concepts. Limited application of the related skills.

Student Support

Staff at EJHS follow the HRCE Special Education Policy and the Provincial Program Planning Process to provide support for students who require additional support. As with all students, programming is put in place considering the individual's strengths and needs. Appropriate adaptations will be available to students who require them. Individual Program Plans for students will include IPP reviews involving parents and guardians, a plan for assessment, what will be evaluated and communicated and what resources are needed to ensure success.

At times school staff may require the support of board specialists. eg. Speech Pathologist, Autism Team, School Psychologist, etc. Qualified board staff will complete assessments only after signed consent has been received.

Learning Centre / Resource

Students with special needs refer to those individuals whose needs are such that they require supports in addition to those provided by the classroom teacher. Priority for resource and learning centre support is given to students who demonstrate a severe discrepancy between actual and expected achievement and students who are on Individual Plans (IPPs). Referrals to the School Planning Team are made by parents, teachers, and/or administrators, and the team determines the level of support which the school can provide. Referrals may be made for additional interventions such as school based math and language assessments, psycho-educational testing, or speech consultation, for

example. Interventions may also include direct support once or twice per cycle with a support teacher (learning centre, resource, Jr. High support teacher) working with the students on their most difficult subjects, providing test support, or helping develop organizational skills. Resource support is also provided in class. Resource or learning centre support is not to be a replacement or alternative to students going back after school to get extra help from the subject teachers. Further information can be accessed through the HRCE Special Education policy at <http://www.hrce.ca>.

Guidance

EJHS has a part time Guidance Counsellor who students can come to when they encounter difficulties or need helpful information in making personal decisions. Our Guidance Counsellor coordinates the guidance program within the school, focusing on preventative and responsive programs and services to ensure the personal, social, educational and career needs of all students.

Response to Intervention

EJHS staff are working to establish lists of possible interventions and supports for students who are experiencing challenges academically and/or behaviourally in the classroom.

Parent Concern Protocol

EJHS is committed to addressing parent concerns in an efficient and respectful manner. Parent concerns related to classroom issues should be addressed with the teacher first. Teachers will respond to parent emails within 2 days of receipt. If the issue remains unresolved, it should be directed to the principal. If still unresolved, the parent has the option to direct the concern to the School Administration Supervisor.

Parent concerns related to school administration issues should be addressed with the principal. If the issue remains unresolved, the parent may direct the concern to the School Administration Supervisor.

Homework

Provincial Policy:

<https://www.ednet.ns.ca/docs/homeworkpolicy.pdf>

EJHS HOMEWORK POLICY

EJHS believes that homework assignments are a constructive tool in the teaching/learning process when they are geared to the age, health, abilities and needs of students. Purposeful assignments not only enhance student achievement but also develop self-discipline and good working habits. As an extension of the classroom, homework assignments must: be planned and organized, have a clear purpose, clearly state deadlines and returned to the student in a timely manner, along with descriptive feedback that students can use to improve their learning.

When homework is assigned, the teacher should make clear to the student the purpose of the assignment, the basis for evaluating the work, and the guidelines or rules.

It is important for students to complete their assignments on time so that teachers can provide timely feedback. Timely assessment information helps teachers and students to make decisions and plan next steps for instruction and learning.

Assignments require due dates. When timelines and due dates are specified, teachers must make provisions for students who legitimately miss the dates. In such cases, the teacher and student should consult together in order to set an absolute deadline and negotiate a plan for successful completion.

ASSESSMENT, EVALUATION AND COMMUNICATION OF STUDENT LEARNING POLICY

3.0 CLASSROOM ASSIGNMENTS

3.1 Students will be provided with multiple opportunities to demonstrate their progress toward achievement of outcomes.

3.2 Students, in consultation with their teachers, are responsible for completing all assignments.

3.3 All assignments will have reasonable due dates.

3.4 In the event that a due date for an assignment is missed, it will be at the discretion of the teacher and principal to extend the deadline.

3.5 Students who do not adhere to the extended deadline will have missed that opportunity to demonstrate achievement towards the outcomes addressed in that assignment.

No extensions will be given to students without a legitimate reason. Students who miss the due date without a legitimate reason have missed an opportunity to demonstrate progress toward the expected learning outcomes. The missed due date will influence the students' summative evaluation. Students, in consultation with their teachers, are responsible for completing work missed during absences. The work still has to be done but arrangements can be made for the

student to complete the work after school or hand in the homework or assignment on the next school day. Students should also take advantage of after-school support that teachers provide on a regular basis.

Provincial School Code of Conduct

There is a province wide code of conduct designed to promote positive school environments and foster teaching and learning has been applied for all schools in the province since the 2015-2016 school year. The code will help schools respond effectively to unacceptable behaviours, including bullying and cyberbullying, violence, and all forms of harassment.

Taken from Provincial School Code of Conduct Policy (June, 2015)

“All students and members of a school community will feel and be safe in their school. Each person will contribute to a safe and inclusive learning environment. Unless immediate action is necessary to maintain a safe learning environment, schools will support and promote positive student behaviour through programs of prevention and intervention.”

Acceptable Standards of Behaviour

All students and school members will

- show respect for the rights, property, and safety of themselves and others
- accept personal responsibility for their behaviour
- demonstrate socially appropriate behaviour
- respect and appreciate diversity of all school members regardless of their race, culture, ethnicity, religion, creed, sex, sexual orientation, gender, gender identity, gender expression, physical disability or mental disability, mental illness, age, national or aboriginal origin, socio-economic status, or appearance
- treat school property and the property of others with a reasonable standard of respect
- attend regularly and punctually as required under section 24 of the Education Act
- show respect for the roles and responsibilities of students, principals, teachers, parents, volunteers, and the school board
- demonstrate respect for the learning environment of the school and the classroom and school activities and events
- demonstrate and promote positive behaviour through the avoidance of all types of violence
- use information and communications technology, including the Internet, digital resources, and e-communication, and all forms of social media in a responsible and acceptable manner consistent with the Nova Scotia Public School Network Access and Use Policy and the Cyber-safety Act (2013)
- refrain from all forms of bullying and cyberbullying, intimidation, racism, and discrimination
- refrain from the possession of any weapons
- refrain from the use of items as weapons intended to harm another person or themselves
- refrain from the possession of, or being under the influence of alcohol, drugs, and all other forms of intoxicants on school property

Appendix A: Definitions of Unacceptable Behaviour

Bullying	Bullying means behaviour, typically repeated, that is intended to cause or should be known to cause fear, intimidation, humiliation, exclusion, distress or other harm to another person's body, feelings, self-esteem, reputation or property, and can be direct or indirect, and includes assisting or encouraging the behaviour in any way.
Cyberbullying	Cyberbullying means any electronic communication through the use of technology including, without limiting the generality of the foregoing, computers, other electronic devices, social networks, text messaging, instant messaging, websites and electronic mail, typically repeated or with continuing effect, that is intended or ought reasonably be expected to cause fear, intimidation, humiliation, distress, or other damage or harm to another person's health, emotional well-being, self-esteem, or reputation, and includes assisting or encouraging such communication in any way.
Discriminatory behaviour	Discriminatory behaviour includes any discrimination based on race, culture, ethnicity, religion, creed, sex, sexual orientation, gender, gender identity, gender expression, physical disability or mental disability, mental illness, age, national or aboriginal origin, socio-economic status, or appearance.
Illegal activity	Committing any act, or inciting others to commit any act, involving a serious civil wrong or crime such as, but not limited to, stealing and possessing or selling stolen property.
Insubordination	Behaviour that conveys a deliberate disregard for a person's authority and position (e.g., teacher, principal, parent, adult in charge of student activities).
Misuse of networks or online resources	Unauthorized access or misuse of networks, online resources, and or e-communications in accordance with the Nova Scotia Public School Programs Internet Access and Use Policy.
Physical violence	Using force, gesturing, or inciting others to use force to injure a member of the school community.
Racist behaviour	Racist behaviour includes using racial/cultural slurs, engaging in racial/ethnic name-calling, or actions, or inciting others to use racist language or engage in racist behaviours.
Repeated tobacco or e-cigarette use	Smoking of tobacco, e-cigarettes, or other forms of tobacco use, inside any school building, facility, or vehicle, or on any school property,

	including school related activities.
Sexual assault	Sexual assault is any sexual touching or contact without consent as defined by the Criminal Code of Canada.
Sexual harassment	Sexual harassment is any objectionable, coercive, or irritating comment, communication, action, or attention of a sexual nature that is directed to a person or persons by someone who knows, or ought reasonably to know, that such actions are unwelcome; action or communication with a sexual connotation or component that creates an intimidating, demeaning, or offensive work or school environment, even if it is directed to no person in particular.
Sexual misconduct	Sexual misconduct includes any behaviour of a sexual nature or connotation that is deemed inappropriate or unacceptable at school or during any school-related activity.
Significant disruption to school operations	Committing acts or inciting others to commit acts that are seriously disruptive to the learning environment or create a safety hazard to students or staff.
Use or possession of alcohol	Use or possession of alcohol or being under the influence of alcohol inside any school building, facility, or vehicle, on any school property, including school-related activities.
Use or possession of drug-related paraphernalia	Use or possession of paraphernalia intended for use with illegal drugs.
Use or possession of illegal drugs	Use, possession, or selling of a controlled drug or substance.
Vandalism	Committing or inciting others to commit damage to the personal property of a member of the school community, damage to property owned or operated by the school board, damage to any property while attending a school-related activity, vandalizing, damaging, or disabling the work of another individual or organization through the use of technology.
Verbal abuse	Using, or inciting others to use, language that is demeaning, threatening, or intimidating to another person.
Weapons possession	Possessing or inciting others to possess or use a weapon (anything used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any

	person) or instrument as a weapon, while on school property or while attending a school-related activity.
Weapons use	Use or pretense of using a weapon (anything used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person) or instrument as a weapon while on school property or while attending a school-related activity.
Covid Compliance	All students are expected to follow the Covid19 Guidelines and regulations as directed by public health and regulations specific to Ellenvale Jr High.

Appendix B: Responding to Unacceptable Behaviour

Possible responses

- conferencing with student or parent
- creating a plan for restitution
- coaching to develop new behaviours
- restorative approaches
- mediation
- detention
- referral to school guidance counsellor
- referral to the Program Planning Team
- referral to RCH Advisor
- referral to assessment and counselling
- referral to student support worker
- referral for behavioural support
- referral to SchoolsPlus
- in-school suspension
- involvement of outside agencies such as police, mental health services, and child welfare
- referral to CyberSCAN Investigation Unit
- out-of-school suspension (up to 10 days)

General School Information

Lunch Policy (pre-Covid)

All students at Ellenvale have the option to stay at school for lunch. Parent's and Guardian's will indicate one of three options on our lunch time registration form.

Students will:

1. Be dismissed at the 11:45 bell and spend the entire lunch period off-campus. (Students may not be on school property unsupervised.)
2. Remain at school for the entire lunch hour on campus outside until the bell at 12:45.
3. If a student who is expected to remain at school chooses to leave the property, they need to provide a written note from a parent or guardian saying they can do so and they must sign out at the main office. They must also indicate on the signout sheet whether or not they are returning in the afternoon.

Changes to Lunchtime Procedures 2020-2021

- Students will be eating lunch in their classrooms during instructional time towards the end of 3rd period. Teachers will facilitate this in their spaces. Microwaves are not available for student use.
- All students will go outside during the lunch period from 11:45-12:45. Students with permission to leave school grounds will do so at 11:45.
- In the event of inclement weather students will remain in their classrooms for the lunch period. Students with permission to leave school grounds will do so at 11:45.

PLEASE NOTE : All students who remain on school grounds for lunch must adhere to the following guidelines as directed by public health:

- Masks need to be worn outside when social distancing is not possible
- Students must stay in their homeroom cohorts during the lunch hour in designated areas. Students are not allowed to socialize with students outside of their homeroom cohorts.

Bathroom Procedure

Each student bathroom has a maximum capacity of 5 students. Hall passes will be used by students when they leave class to go to the washrooms. Students will hang passes outside of the bathroom to indicate occupancy. If all hooks are taken by passes then students will wait on designated red circles until space becomes available.

Text Books

Students may be issued subject textbooks in some classes. Books will be assigned and recorded by the subject area teachers. Students will be responsible for their textbooks and if they are not able to return it in good condition they will be responsible for replacement cost.

Attendance

The Safe Arrival line for the school is 435-8420, press 1. Please use this voice mail to notify the school if your child is going to be late or absent.

Students are expected to be on time for school and classes so they do not disrupt the learning that is taking place in the classroom. Regular attendance allows the student to best demonstrate achievement of the grade level learning outcomes. Missed time and poor attendance reduce the number of opportunities a student has to show success.

If there is a medical issue or problem arises please contact the main office and speak to a member of the administration.

Lates

When students arrive late they will sign-in at the main office. Excused and unexcused lates will be recorded which are able to be seen by parents through the parent portal. If students are late to class teachers will record the late in PowerSchool. Periodically, reports will be generated to see who is arriving late to class. If there is a significant number of lates the parents/guardians will get a phone call home (admin will do this or give the name to the homeroom teacher to make the call) and students may face disciplinary action. For example, they may lose school privileges such as attending the next school dance, or they may be suspended from playing on a sports team, as per the athletic policy that each athlete and parent has to sign. Keep in mind the best way to track attendance and lateness is through the parent portal.

Sign In/Sign Out

When students arrive late (excused or unexcused) to EJHS, they must report directly to the main office to obtain a late slip. Students are not allowed to go to their class, lockers or bathroom prior to getting the slip.

When students need to leave early, they need to sign out in the main office. Students will be permitted to leave when they provide a note to the office staff or when one of them has spoken directly to a parent.

Security

There is a security door at EJHS. Anyone coming to the school will have to be buzzed in through that door. Once inside the building visitors will report to the main office to sign in. **Note:** Students who are in the hallways and see visitors arrive at the door are **not permitted** to open the door and let them in. There is an installed security camera system in and around the school property.

Technology Use (iPads/Chrome Books)

EJHS is a technology rich school. Students will have the opportunity to use many pieces of technology to help them meet curriculum outcomes.

It is expected that students who use school technology will do so respectfully and with great care. Students will be held accountable for any damage caused by misuse.

EJHS Technology Policy

We realize that we live in a digital age and that digital technology can be a useful educational tool, however we also see how many of our young learners are distracted by digital technology and are not able to give their full attention while in school. We will continue to educate our students about being good digital citizens, referencing HRCE's Digital Citizenship Policy.

<https://www.hrce.ca/sites/default/files/hrsb/c.013-digital-citizenship.pdf>

Students are to have their ringers/sound turned off and phones need to be out of site when they enter the classrooms.

Students are not permitted to have their cell phones out unless the teacher has given specific direction and is allowing students to use phones for educational purposes. <u>All classrooms.</u>
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During lunch break students are permitted to use their devices.

<i>However, we are encouraging students be more social with their peers and get involved in school activities that take place at lunch time.</i>
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When the lunch bell rings to end the break, ringers/sound need to be turned off immediately and students are to put away their phones as they get ready for their afternoon classes.
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Cameras are not permitted to be used in schools unless permission has been given by a teacher or by administration. This includes taking "selfies" and other photos to post to social media.
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If a student violates any of the above guidelines the device will be confiscated and turned into the office. The device may be picked up at the end of the day and signed for. If there is a second violation, the device will be confiscated, turned into the office and will remain in the office until an attempt to contact the parent/ guardian has been made. Chronic violation of inappropriate use will result in the phone being requested to stay at home or turned into the office during instructional time (8:45-11:45, 12:50-2:50) for a period of time.
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It is possible that the inappropriate use of digital technology may result in disciplinary action, which may include one or more of the following; a referral for Code of Conduct violation and a possible consequence, a call to the school police liaison officer or Cyberscan.

Students are not permitted to have earbuds/headphones in or around their ears in the hallway or in class unless the teacher has approved their use for educational purposes.

Students are not permitted to bring their phones to the bathroom or water fountain when they have permission to leave the classroom.

Some examples of appropriate and inappropriate use of technology.

Acceptable Use	Unacceptable Use
<ul style="list-style-type: none">• Researching• Accessing google classrooms• Accessing google drive• Completing assigned work• Participating in class activities using online rooms (Kahoot, etc.)• Using GNSPES email for educational purposes• Creating completed work	<ul style="list-style-type: none">• Using social media while in class for posting or responding to posts• Using any "live" features of different social media platforms• Texting/Messaging during instructional time• Listening to music in hallways during class change• Using digital devices in the bathroom• Use of technology to bullying/threaten other people

Extra-Curricular Activities

A number of extra-curricular activities have been offered at EJHS for all of our students by our staff. There are sewing clubs, intra-mural sports, band ensembles, and Destination Imagination to name a few. At September start up there will be no extracurricular activities. This will be re-evaluated at a later date.

Student Fees

Ellenvale Junior High School will **not** be charging a student fee of during the 2020-2021 school year. *In previous years the student fee was \$30. The student fee covers the cost of locker maintenance, print credits, a student agenda package for their binder, and to supplement educational opportunities.*

Lockers

Student lockers will NOT be used during the 2020-2021 school year. *However, looking forward to upcoming years, all students at EJHS will be issued a school locker. As a reminder :Locks will be provided. Student Lockers will be located as close to their homeroom as possible. Students are reminded to ensure that their locks are closed when they leave their locker. Do not share your locker or locker combination with anyone. The school is not responsible for any items that are missing from lockers. Students are not permitted to be at their lockers in between classes without permission from a teacher. The school administration has the right to search any locker at any time.*

RCH (RACE RELATIONS, CROSS CULTURAL UNDERSTANDING AND HUMAN RIGHTS)

Ellenvale Junior High is a diverse learning environment serving the needs of our community. We at EJHS believe in;

- Improving student achievement, supporting the development of lifelong learners, and promoting the rights, dignity and self-worth of every person who is served by our school system
- Building inclusive learning environments that foster social, intellectual, physical, cultural, emotional, and moral development.
- Developing learning environments that value diversity and foster respect among all members of our school community.
- Being responsive to the diverse needs of the communities we serve

Adapted from RACE RELATIONS, CROSS CULTURAL UNDERSTANDING AND HUMAN RIGHTS IN LEARNING POLICY (2007)

<https://www.hrce.ca/sites/default/files/hrsb/Downloads/pdf/board/policy/sectionC/C.010-rch-learning.pdf>

Athletics Policy

Ellenvale Junior High School recognizes the value of extracurricular athletic opportunities and their role in developing well rounded and healthy individuals. Students are encouraged to take advantage of the athletic opportunities afforded to them at Ellenvale while maintaining a primary focus on their academic success. This policy is designed to ensure that student-athletes, teachers, and coaches are aware of the responsibilities they have been given in being eligible to participate in interscholastic athletics. Participation on school teams is not a right but a privilege.

View our school webpage to view complete policy and agreement.

<http://elj.hrsb.ca/elj/athletics/student-athlete-policy>

Please refer to <https://sites.google.com/gnspes.ca/nssaf/covid-updates#h.geja7jwjxiz> for current updates on sports currently sanctioned by the NSSAF.

Library

The library is closed to students. Resources will be provided to students in their classrooms.

Breakfast Program

We offer a breakfast program at EJHS. It is run by volunteers and is available daily for all students from 8:25-8:35am. Breakfast program selections will be packaged individually and available at the indicated entrances to the school.

Action Plan for a safe and healthy return to Ellenvale 20-21

Staying healthy is a shared responsibility. Students, staff, parents, and the entire school community need to work together to help keep Nova Scotians safe. Ellenvale students will be given explicit instruction on the safety measures in place to keep us all healthy. As young adults going to school during a pandemic, they will be entrusted to follow guidelines in place for their safety. It will take all of us working together while being vigilant with health practices to keep Ellenvale safe, open, and for learning to take place.

Please refer to the following information as you prepare to return to Ellenvale for the 2020-2021 school year.

Hygiene practices

- Masks must be worn when social distancing is not possible.
 - While travelling on the school bus.
 - In classrooms.
 - In hallways during transition time
 - Activity-dependant during physical education class.
- When needed re-usable cloth masks will be given to students upon their arrival at Ellenvale.
- Hand sanitizers will be used by all members of the school community when entering the building and classrooms.
- Proper hand washing techniques and sneeze/cough etiquette will be taught and adhered to.
- High-touch surfaces will be cleaned and sanitized throughout the day.
- Shared learning materials will be sanitized between use.
- Social distancing to be respected.
- Complete the Daily Covid Checklist to evaluate your health.
- Lockers will not be issued this school year. Students may use backpacks this year to bring minimal supplies and lunch. To comply with Fire Marshall regulations we request that student backpacks be small enough to fit under student desks.

- All non-essential furniture has been removed from classrooms to help create more space to distance students.
- Classroom windows and doors will remain open to facilitate ventilation.
- Access to Ellenvale will be limited to students and staff. Parents are not permitted to enter the school unless there are exceptional circumstances.
- Room 111 has been designated as our supervised isolation room should a student develop symptoms or become ill during the day. This room is dedicated for this purpose and will not be used otherwise.

Movement

- Ellenvale will be open for students at 8:25. Please do not arrive before 8:25 as there is NO SUPERVISION for students.
- Students will be assigned a specific door to enter based on their homeroom. This is the door they will use every morning when arriving at school. Students will enter the building through their designated door and go directly to their homeroom class. Students will exit the building using the same doors. See below:

Homeroom	Entrance Door
701, 702, 703, 706FI	Garden Side
704FI, 705FI	Front door - Left side
801, 802, 803, 804FI, 805FI	Rear field entrance then proceed up rear stairwell
901, 902, 903, 904FI, 905FI	Front door - Library entrance then proceed up front stairwell

- Students will be staying in their homeroom classes for daily instruction and will only change locations to attend Exploring Music (rm 108), Band (rm 110), Physical Education (enter through doors at front of gym, exit at rear doors), Tech Education (rm 112), Visual Art (rm 201), and Family Studies (rm211). Movement

breaks will be incorporated throughout the day when appropriate and will be initiated by teachers.

- Students and staff will follow directional signage posted throughout the building. Generally, students and staff will move around the school in a clockwise direction. The set of stairs at the front entrance of the building will be for going down and the set of stairs at the rear of the building will be used for going up. See below

Transition	Directions
Class change - hallways	Leave the room and walk to the left. Circulation is clockwise on both levels.
From top floor to bottom floor	Front stairwell.
From bottom floor to top floor	Rear stairwell.
End of day dismissal	Use fire drill exits for the class they are in last period.

Washroom Procedures

Students washrooms have a maximum capacity of 5 students at any given time. Students will be given hall passes to take with them when they go to the washroom. They will hang the passes on the wall outside of the washroom to indicate occupation. If all of the hooks are being used then students need to wait on designated signs until a washroom becomes available.

Lunch

- Students will be transitioning to the lunch period in their classrooms during the last 20 minutes at the end of 3rd period. Teachers will facilitate this in their spaces. Microwaves are not available for student use.
- We are implementing the concept of “**Litter Less Lunch**” whereby students bring all wrappers and food home for garbage and organic separation. In other words, the food and wrappers that you bring to school are brought home at the end of each day.

- All students will go outside during the lunch period from 11:45-12:45. Students with permission to leave school grounds will do so at 11:45.
- In the event of inclement weather students will remain in their classrooms for the lunch period. Students with permission to leave school grounds will do so at 11:45.

PLEASE NOTE : All students who remain on school grounds for lunch must adhere to the following guidelines as directed by public health:

- **Masks need to be worn outside when social distancing is not possible**
- **Students must stay in their homeroom cohorts during the lunch hour in designated areas. Students are not allowed to socialize with students outside of their homeroom cohorts. Please refer to the following for designated lunch time zones**

	Monday	Tuesday	Wednesday	Thursday	Friday
Garden	Gr 9	Gr 8	Gr 7	Gr 9	Gr 8
BB Pad	Gr 8	Gr 7	Gr 9	Gr 8	Gr 7
Field	Gr 7	Gr 9	Gr 8	Gr 7	Gr 9

How can parents support the action plan?
<ul style="list-style-type: none"> • Be understanding that changes to daily routines and school expectations are guided by Public Health directives. • Complete the COVID-19 Daily Checklist and follow health guidelines. COvid19 Daily Checklist • Teach your student how to properly wash their hands. Hand washing • Remind your student of proper sneeze and cough etiquette. Cough/Sneeze etiquette • Teach students how, where, and when to wear masks. Wearing a mask • Provide a clean mask for your child every day. Clean masks on a daily basis. ** We will have masks available on site for students who arrive without a mask. • Explain how “not sharing is caring”. Students should come to school with

individual water bottles, supplies, food, clothes, devices, etc.

NOTES: