



# RIVERVIEW HIGH SCHOOL

## Home of the *Royals*

### Student Handbook 2021-2022

Riverview High School  
400 Whitepine Rd,  
Riverview, NB, E1B 4H8  
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#### DAILY SCHEDULE

##### MONDAY AND FRIDAY

8:35 – 9:00..... OSB  
9:05 – 10:10..... Period 1  
10:15 – 11:15..... Period 2  
11:25 – 12:25..... Period 3  
12:25 – 1:25..... Lunch  
1:25 – 2:25..... Period 4  
2:30 – 3:30..... Period 5

##### TUESDAY, WEDNESDAY, THURSDAY

8:30 – 9:35..... Period 1  
9:40 – 10:40..... Period 2  
10:50 – 11:50..... Period 3  
11:50 – 12:25..... DSB  
12:25 – 1:25..... Lunch  
1:25 – 2:25..... Period 4  
2:30 – 3:30..... Period 5

#### STUDENT GOVERNMENT

President .....Ella Webster  
VP .....Mulu Morrison  
Spirit .....Cameron MacDonald  
.....and Kristen Girouard  
Social Media .....Ashlynn Bourgeois  
.....and Abigail Steen  
Community .....Rebecca Thomas  
Support Lead .....Jules Seamone  
Tech and Media ....Kayla Trites

#### ACADEMIC INFORMATION

Our school’s mission and purpose is to ensure that every student learns the skills, knowledge, and attitudes required for today and tomorrow. Other than student safety and sense of belonging, there is no other higher priority of ours than learning. Our school community is committed to doing whatever it takes to help students succeed in their learning and preparation for life.

#### SCHOOL COMPUTER ACCOUNTS, OFFICE365, and EMAIL

Every student is provided with a school computer account, Office 365 account, and email account. Students must check their school email on every regular school day and maintain other

communications as outlined by their teachers. Students must maintain the security of their account and password and notify school staff if their account has been compromised. All students must use their accounts and all computer-related technology appropriately as per the Department of Education’s policy 311 and BYOD policy.

#### GRADUATION REQUIREMENTS

Please refer to the high school handbook posted on the district website for the most recent graduation requirements. It is the student’s responsibility to register for the courses required for graduation and post-secondary education and careers.

#### COURSE CHANGES/COURSE LOAD

Students must carry a full complement of courses except when granted special permission by school administration. Course changes must be requested within the first week of each semester. Transcripts will reflect all courses in which a student is enrolled after the second week of classes.

#### REPORTING LEARNING PROGRESS

Staff will regularly report on a student’s progress of learning. Formal reporting consists of two report cards per semester. If at-risk of failure in a course, parents will receive notification.

#### COMPLETION OF WORK

Students must complete all essential course requirements before receiving a passing grade. If a student does not submit work on time, they will receive support to complete the work.

#### PASSING GRADE

60% is the passing grade for all courses.

#### EXTRA HELP

All teachers have set extra help times. Extra help is also available to all

students upon request. Students may be required to attend Directed Study Block for additional support.

#### COURSE FEES

Some courses, such as Culinary Tech, Outdoor Pursuits, Art, and Technology courses may have nominal fees. These fees allow student ‘ownership’ and possession of products created from those materials.

#### DIRECTED STUDY BLOCK (DSB)

Students that are at-risk of being unsuccessful in their learning will be referred for interventions by classroom teachers. Students must attend the DSB period until excused by the supervising staff.

#### ACADEMIC CHEATING/PLAGIARISM

Plagiarism is defined as the practice of taking someone else’s work or ideas and passing them off as one’s own (Oxford Canadian Dictionary, Second Edition 2007). It is a serious academic offense. Plagiarism includes work taken directly from the Internet without proper acknowledgement and/or used to misrepresent one’s own work.

The use and/or copying of other students’ material as well as an idea or expression taken from another source and used as one’s own is inappropriate.

If it is substantiated that a student is involved in using another’s work and/or in copying or providing material to other students for the purpose of copying, he or she will be required to redo and complete an equivalent assignment/assessment while also receiving support to correct the behavior. Subsequent cheating/plagiarism may result in an incomplete grade in that course.

## **GUIDANCE AND CAREER CENTRE**

The Guidance and Career Centre at RHS provides the following services to students:

1. Short-term personal and confidential counselling
2. Educational counselling
3. Career counselling
4. Referrals and liaison to and with appropriate community agencies.

Students who wish to see a counsellor need to complete an appointment request.

## **PERSONAL ELECTRONIC DEVICES**

Students will use personal electronic devices at the discretion of the classroom teacher while in the classroom. At all times, electronic devices must be used in a respectful and safe manner respecting peoples' right to privacy and the expectations identified in the provincial policy 311. Recording functions of electronic devices may only be used when explicitly approved by a staff member for course work or extracurricular activities.

If at any time, a student uses an electronic device in a harassing, grossly disrespectful, or defiant way, this will automatically result in the teacher collecting the device and delivering it to the office.

Personal electronic devices are the sole responsibility of the students and their parents / guardians. The school will not be responsible for the loss, theft, damage, or technical support of any personal electronic devices.

## **TEXTBOOKS**

Textbooks are provided by the school and must be properly maintained by the student. If textbooks are lost or damaged, a charge will be levied for the loss or damage.

## **CELEBRATIONS**

We reinforce learning success and positive behavior with many classroom-based and school-wide awards. These awards culminate in year-end awards assemblies and graduation. Classroom-based certificates are awarded at minimum at the end of each semester.

## **STUDENT ACTIVITIES**

### **STUDENT GOVERNMENT**

Student government is an important leadership group that works with school staff to create a welcoming, positive, and spirited environment for all students. These student leaders also serve as a voice of the students in important matters. Student government is made up of some positions which are democratically elected by the RHS student body and some that are selected during an interview process.

### **STUDENT FEES**

All students pay a student government fee. Funds are used to provide student ID cards, support assembly programs, provide lockers, run activities, bring in performances, and create a positive and spirited environment for students and staff.

### **GRADUATION FEE**

Students eligible to graduate are assessed an additional fee to cover some of their costs associated with graduation.

### **YEARBOOK**

Students may wish to buy a yearbook. Yearbooks must be ordered and paid for in advance.

### **CO and EXTRACURRICULAR ACTIVITIES**

RHS offers many co and extracurricular student activities. Please check the school's web site for a full listing of activities.

### **ACTIVITY CODE OF CONDUCT**

Representing RHS in various activities throughout the district and province is a privilege that students must accept with a full sense of responsibility and pride. Students must understand that they are ambassadors of our school. Positive behavior and attitudes are expected from all participants in every classroom, in all areas of the school and on the sporting field/activity area. A "code of conduct" is given to and reviewed with students participating in school activities.

### **ACTIVITY FEE**

RHS activities are funded through user fees and fund raising. Each player is expected to pay a team activity fee,

help with fundraising activities, and pay their student fee.

### **ROYAL "R" (ACTIVITY LETTER)**

All graduating students have the opportunity to receive their school activity letter (the Royal "R") through the accumulation of points as a dedicated and valuable participant in various school activities. Points are awarded to the candidates based on a point scale outlined each year. It is the responsibility of the student to list all activities that he or she took part in during their school career. Points will be assigned to the student by the various coaches and advisors based on general attitude, regular attendance, and overall commitment to the program.

## **POSITIVE LEARNING ENVIRONMENT**

At Riverview High School, we strive to be an inclusive school community in which all students and staff feel they belong, are valued, are treated with dignity, can be well, are safe and cared for, and can be successful in their learning and work. We appreciate the diversity of our community and the value of our collective and individual strengths, ideas, and perspectives as they help us foster a positive school community and learn to contribute to a productive, just, and democratic society.

Every Royal is valued for who they are, no matter their race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, or disability.

All students and staff have the right to be free from harassment, discrimination and violence and be treated fairly, equitably and with dignity. Behaviours that infringe on these rights of others will not be tolerated.

RHS is a place of learning. Inappropriate behaviours will be dealt with through the lens of learning, restoring damaged relationships and trust, and when necessary, disciplinary consequences.

## ROYAL STUDENT COMMITMENTS

Our students self-identified the following commitments that all Royals will achieve. As Royals, we will:

- respect staff, students and our school;
- help, encourage, and be empathetic to our fellow Royals;
- value diverse people and ideas by promoting an inclusive school community in which everyone feels like they belong;
- be positive, spirited, and community-minded role models;
- commit to learning by attending regularly, completing assigned work, being open to new ideas, asking questions, doing our best and engaging in activities; and
- follow school rules and behave responsibly in and out of the classroom.

Our staff and student leaders will help all Royals achieve these commitments through celebration and extra support as needed.

## ORDERLY CONDUCT

All students are expected to display proper respect for the learning and working environment at RHS. Any action which disrupts the positive learning and working environment and/or threatens the safety of students or staff is prohibited and discipline will result which may include reflection hall, temporary student placement centre assignments, out-of-school suspensions, or referrals to alternate education.

It is our expectation that students exhibit orderly conduct at all times. Students who gather as bystanders to witness acts of violence and/or encourage acts of violence may be disciplined under an infraction for disorderly conduct.

## OFF PROPERTY BEHAVIOR

All school rules apply when students would be under the supervision of school staff. This includes before and after school and during lunch time. It also includes off property and extracurricular events.

## CONFLICT RESOLUTION / BULLYING PREVENTION

Hurtful behavior directed towards anyone is not acceptable. RHS has many supports in place to help prevent and respond to hurtful behavior including bullying. Staff and students can report hurtful behaviors when observed.

Procedures for the anonymous reporting of hurtful behavior are in place throughout the school with staff reviewing all reports daily. The easiest way to report hurtful / bullying behaviour is to use the [online form](#) under the quick links of the RHS web site. The following QR also links to the online reporting form.



## ATTENDANCE AND PUNCTUALITY

Regular and punctual attendance is a prerequisite for school success. Attendance is recorded every period and sent to parents / guardians via our Autodialer system that calls home each evening.

To be on time, a student must be at their desk prepared to begin class at the second bell. Students arriving late in the day report directly to class. Staff will work with students that are chronically late to correct the behavior. Three late arrivals to any class is considered as one absence.

Students must show their homeroom teacher and subject teachers a legitimate excuse within two days of returning from their absence. A student absent without a valid reason is truant. Staff will work with truant students to correct the behavior.

Students must sign-out at the office with a written excuse from a parent or guardian when leaving prior to the regular end of the day dismissal. In

cases of sudden sickness, students must report to the office and contact home will be made.

Students are responsible for completing all work they miss when absent. Staff will not prepare work packages in advance of students missing time.

In order to participate in extra-curricular events, students must be present the full day of the event.

Classroom teachers will initially work with parents / guardians and students missing excessive time. If unsuccessful in changing this behaviour, classroom teachers will refer the student to the school's attendance team. This team will continue to work with parent / guardians and students to change the behaviour. Further absences may result in a student being placed in an auditing status in which he or she cannot earn credit for the course and/or referral to the District for consideration of placement in Alternate Education.

## STUDENT DRESS

School is a place of learning and students will dress appropriately for such a setting. Students are permitted to dress in ways that reflect their own identity and personal expression while meeting community standards. In working with student leaders, school staff have identified the following expectations for student dress:

- Pants that are worn at the waist and do not expose underwear.
- Slogans or clothing advertising alcohol, drugs, profanity, sex, violence, or gangs are not permitted.
- Clothing that may be used as a weapon is not permitted. These may include but are not limited to items such as steel-toed boots (except for within a shop environment) and some studded clothing.

These are equally expected for all students no matter their gender.

## ALLERGIES AND SCENTS

Students, staff, and visitors must refrain from bringing nuts and related products to school and from wearing scented personal products.

## **VISITORS/GUESTS**

All visitors – including parents and guardians – are required to make an appointment before visiting the school.

## **TOBACCO FREE SCHOOLS**

Riverview High School is a tobacco free environment. The use of or possession of any tobacco product or tobacco-like product such as e-cigarettes or vaporizers is not permitted anywhere on school grounds or at school sponsored activities.

## **DRUGS and ALCOHOL**

While attending or in advance of attending school or any school-sponsored activity, students found using, consuming, in possession of, under the influence of, or trafficking in drugs and/or alcohol will be suspended from school for an appropriate period of time and privileges for extra/co-curricular activities will be lost for the remainder of the school year or 6 calendar months, whichever is the longer period of time. The RCMP may be notified and possible charges may be laid. Students may also be recommended for a long-term suspension.

## **ADDICTIONS COUNSELLING**

An addictions counsellor is available at the school. Please check with guidance for more information. This counselling is personal and confidential.

## **PERSONAL SECURITY**

The school cannot accept any liability for personal property brought to school such as electronic devices. Bring at your own risk. Students are not permitted to carry prohibited or restricted materials and/or weapons, including all types of knives.

## **VIDEO SURVEILLANCE**

A video surveillance system is installed in the school at various public locations to help ensure a safe school environment. School staff will use this video system to help maintain a positive learning and working environment.

## **REFLECTION HALL**

Reflection Hall is assigned to students who need to reflect on behaviors which violate our school policies. It is designed

to have students think about their inappropriate choices and how to do better.

## **TEMPORARY SCHOOL PLACEMENT CENTRE (TSPC)**

The Temporary Student Placement Centre is an intervention and/or consequence to help student's correct inappropriate behavior. Administrators assign students to TSPC for varying lengths depending on the situation. While in TSPC, students are supervised by school staff while working on assignments from the classroom teacher. Students are required to arrive to TSPC on time for period one and are only permitted to leave at dismissal at the end of the day except for appropriate washroom breaks.

## **LOCKERS**

On request, students will receive a school lock and locker from their homeroom teacher. For lost or stolen locks, there is a \$10 replacement fee. Only school locks can be used on lockers.

Student lockers and desks are school property and remain at all times under the control of the school. Searches of lockers or desks may be undertaken at any time if there is a concern. Students may not share lockers with other students.

## **OUT-OF-BOUNDS**

Students are not permitted in the woods, parking lots, or behind the school during class time or at breaks unless supervised by a staff member. Students are also not permitted to congregate on the Buckingham path, sidewalk, roadways or parking lots.

## **SCHOOL BUS RULES**

Students travelling on school busses are subject to all school rules. Students must remember that bussing is a privilege that can be revoked as a consequence of inappropriate behavior. Students can only travel on the bus he or she is assigned. At any time that the red lights are flashing, it is illegal to pass the school bus.

## **GENERAL INFORMATION**

### **ANNOUNCEMENTS**

Regular announcements will be made available by the student government as approved by school staff.

### **ELEVATOR**

The elevator is located in the main office corridor and is available only to students with accessibility needs.

### **LOST AND FOUND**

Lost and found is located in the main office and the physical education office.

### **PARKING**

Student parking is in the lot near the front entrance of the building. The lot at the pool entrance is reserved for the public. Students involved in dangerous or careless driving will not be permitted to bring vehicles to school.

### **SCHOOL & GRADUATION PHOTOS**

School photos will be taken in September. All students must have their picture taken for ID cards and for the yearbook. Students should carry their ID cards at all times as it could be required for entrance into school sponsored events.

Graduation photos will also be taken in September. The photographer supplies the photos for the grad composite and the yearbook. There is no requirement to purchase a picture package.

### **TELEPHONES**

There is a telephone available in the office for emergency student use.

### **ROYALTY SHOP**

Our student-operated clothing shop offers a wide range of clothing featuring plenty of red and white in support of school spirit. The Royalty shop is open on designated lunch times as well as a few evenings per year.

### **MEDICINE**

Medication such as Tylenol or Aspirin cannot be given to students by teachers. All medication must be given under a Doctor's care and with supervision of appropriate staff.