



RIVERVIEW HIGH SCHOOL

Home of the *Royals*

Student Handbook 2017-18

Riverview High School
400 Whitepine Rd,
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DAILY SCHEDULE

Monday, Wednesday, Friday

8:33 – 9:33..... Period 1
9:43 – 10:43..... Period 2
10:50 – 11:50..... Period 3
11:50 – 12:25..... DSB / Lunch
12:25 – 1:23..... Lunch
1:23 – 2:23..... Period 4
2:30 – 3:30..... Period 5

Tuesday & Thursday

8:30 – 9:00..... OSB
9:05 – 10:02..... Period 1
10:09 – 11:06..... Period 2
11:11 – 11:26..... Advisory
11:33 – 12:30..... Period 3
12:30 – 1:29..... Lunch
1:29 – 2:26..... Period 4
2:33 – 3:30..... Period 5

ACADEMIC INFORMATION

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

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, students will receive a notification letter to take home in between report cards.

COMPLETION OF WORK

Students must complete all essential course requirements before receiving a passing grade. If a student does not submit work on time, he or she will receive support to correct the behavior such as lunch-time work periods, study hall, or assignments to the Temporary Student Placement Centre.

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.

COURSE FEES

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

DIRECTED STUDY BLOCK

Students that are at-risk of being unsuccessful in his or her 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 morally and ethically inappropriate and will not be tolerated.

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 such as reflection hall or assignment to the Temporary Student Placement Centre. Administration will also document the misconduct on the student's personal record. Subsequent cheating/plagiarism may result in an incomplete grade in that course.

CAREER AND GUIDANCE CENTRE

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

1. 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 should complete an appointment request and leave it at the main office.

LIBRARY

Library hours are from 8:00 to 4:00, Monday to Friday. The Library Assistant is available to help guide students in their research needs as well as maintain a quiet productive atmosphere for student study.

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 EXECUTIVE

President Chris Robin
Student Affairs..... Erika Fullerton
Finance Morgan Dimock
School Spirit..... Josh Bradley
..... Josh Doyle
Communications Tyler Thorne
Media Hailey Bennett
Grade 11 Rep..... Alec Brooks
Grade 10 Rep..... Jessica Weiland
Grade 9 Rep..... Nick Donovan

STUDENT FEES

All students pay a student government fee. Funds are used to provide student ID cards, support assembly programs, provide lockers, run activities and bring in performances. All student government funds are administered by students.

GRADUATION FEE

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

YEARBOOK

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

CO and EXTRACURRICULAR ACTIVITIES

We are pleased to be able to offer many co and extracurricular student activities. Please check the school's web site for a full listing of activities.

ACTIVITY CODE OF CONDUCT

Representing our school 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 of our 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 his or her 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 his or her 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

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;
- 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 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.

IF IT HURTS IT'S WRONG / BULLYING PREVENTION

Hurtful behavior directed towards anyone is not acceptable. As part of our If It Hurts It's Wrong Program, RHS has many supports in place to help prevent and respond to hurtful behavior including bullying. Many programs such as "Be a Pal", "Team Lead", and "Royal Pride" slips are designed to create a caring and empathic positive school culture. Staff and students are trained to intervene and 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.

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 his or her 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. This may include making up time outside of class, reflection hall placement, and/or further consequences as deemed appropriate by staff. Three late arrivals to any class is considered as one absence.

Students must show his or her advisor and subject teachers a legitimate excuse within two days of his or her absence. A student absent without a valid reason is truant. Staff will work with truant students to correct the behavior. This may include making up time outside of class, completing missed work, reflection hall placement, Temporary School Placement Centre assignments and/or further consequences as deemed appropriate by staff.

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 he or she misses 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.

Advisors will initially work with parents / guardians and students missing excessive time. If unsuccessful in changing this behaviour, advisors 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.

DRESS CODE

School is a place of learning and students must dress appropriately for such a setting. In working with our student leaders, school staff have identified the following guidelines all students are expected to follow:

- Head coverings are not permitted. Minimal accessories are permitted to keep hair out of one's face.
- Shorts and skirts of an appropriate length.
- Pants that are worn at the waist and do not have holes that expose too much of the lower body or underwear.
- Upper bodies must be covered appropriately. There should be limited exposure of the back and shoulders. Sleeveless tops are permitted. Tops that show underwear or do not have any straps, and low cut muscle shirts are not permitted.
- Stomachs must be covered at all times.
- Slogans advertising alcohol, drugs, profanity, sexual innuendo, or violence are not appropriate for the school setting.
- 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.
- Clothing related to gangs will not be permitted.

These guidelines are equally expected for males and females.

ELECTRONIC DEVICES POLICY

Students are only permitted to use electronic devices at the discretion of the classroom teacher. At all times, electronic devices must be used in a respectful and safe manner respecting peoples' right to privacy. Recording functions of electronic devices may only be used when explicitly approved by a staff member for course work or extracurricular activities. Violations of this policy will result in the following consequences:

- 1st Time – The teacher will collect the device and return it at the end

of the period. The teacher will notify the parent(s) / guardian(s).

- 2nd Time – The teacher will collect the device and deliver it to the office. The device will be returned to the student at the end of the day. The office will notify the parent(s) / guardian(s).
- 3rd Time – The teacher will collect the device and deliver it to the office. The office will communicate with parent(s)/guardian(s) and identify an extended period of time in which the student may not have any electronic devices at school.

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. The office will communicate with parent(s) / guardian(s) and identify an extended period of time in which the student may not have any electronic devices at school. Other consequences such as TSPC and/or suspension may also apply.

ALLERGIES AND SCENTS

We have several students and staff allergic to peanuts, peanut products, tree nuts as well as perfumes and strong 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 – are required to register at the main office before visiting within our building.

TOBACCO FREE SCHOOLS

Riverview High School is a tobacco free environment. The use 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. Staff will work with students violating this expectation to correct the behavior. This may include reflection hall, Temporary School Placement Centre and suspension out of school with possible referral to alternate education.

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 SURVEILLIANCE

A video surveillance system is installed in the school at various public locations to help ensure a safe school 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 students 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

All students will receive a school lock when they first arrive at RHS. This lock will be theirs for all of their years at RHS as students will take it home for the summer. 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, or roadways.

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

Public address announcements help communicate important matters to all students and staff. Students must listen quietly during any announcement. Daily announcements will be made each morning and must be approved by a staff member.

COMPUTER USE

All students must use computer-related technology appropriately as per the Department of Education's policy 311.

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 or in the student overflow parking lot beside the football field. 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.

CAFETERIA

The cafeteria is open at noon daily and between classes in the morning. Students are to eat lunches in the cafeteria or in the lower mall seating area.

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.