

**RICHMOND GREEN  
SECONDARY SCHOOL**  
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***Student Handbook 2009-2010***

**This agenda belongs to:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/ Postal  
Town \_\_\_\_\_ Code \_\_\_\_\_

Phone \_\_\_\_\_

**“Where Tomorrow Begins”**

**Richmond Green Secondary School**  
**2009-2010**  
*"Where Tomorrow Begins"*

Ms. S. Logue  
Principal

Mr. C. Hilmer  
Vice-Principal

Ms. J. Pathy  
Vice-Principal

**Academic Department Heads**

Alternative Education	Mr. R. Neale
Business Studies	Mr. M. Stephen
Co-operative Education	Ms. L. Cristillo
Dramatic Arts	Ms. K. O'Meara
English	Ms. Y. Nouragas
Family Studies	Ms. R. Hawa
French/International Languages/ESL	Ms. L. Stirling
Geography	Ms. A. Morris
Guidance and Career Education	Ms. K. McAlpine
History	Ms. S. Smitko
Interim Mathematics	Ms. S. Ling
Music	Mr. S. Cameron
Physical & Health Education	Ms. K. Fraser
Science	Ms. N. Berlin
Interim Special Education	Ms. M. McVeigh
Technological Studies	Mr. J. Negru
Visual Arts	Ms. M. Nicolson

**Richmond Green Secondary School**  
**- SCHOOL DAY -**

*HOMEROOM*

<i>PERIOD 1</i>	<i>9:20 A.M.</i>	<i>–</i>	<i>10:40 A.M.</i>
<i>PERIOD 2</i>	<i>10:45 A.M.</i>	<i>–</i>	<i>12:00 NOON</i>
<i>LUNCH</i>	<i>12:00 NOON</i>	<i>–</i>	<i>1:00 P.M.</i>
<i>PERIOD 3</i>	<i>1:00 P.M.</i>	<i>–</i>	<i>2:15 P.M.</i>
<i>PERIOD 4</i>	<i>2:20 P.M.</i>	<i>–</i>	<i>3:35 P.M.</i>

**School Goals**

- To create a culture of high expectations in learning and skill development for students and staff
- To provide a safe, inclusive, and collaborative environment
- To create a positive learning environment and foster the development of global citizens

**Vision Statement**

High Schools are places where dreams are achieved, and the corridors and classrooms of RGSS will bustle with dreamers and achievers. Our students and staff are committed to our goal of success for all students, and as a community we share a sense of purpose and pride in our school.

Richmond Green will also be a school community where ALL students are active, equal learners who are dedicated to learning and growing into responsible Canadians. We will strive for literate graduates who are not only academic achievers, but are also of GOOD CHARACTER and who value and respect others' ideas, cultures, opinions and work. We hope that when our students leave us for the world of work or for the halls of post secondary institutions, we will be proud to know that RGSS was a good place for them to learn and to grow.

As well, we remain steadfast in our efforts to create a safe and inviting school where there is friendly, caring interaction amongst students, staff and community members.

**Student Success is the key to lifelong learning**

The Richmond Green Student Success Team supports *all* students to ensure they are engaged with their own learning and feel a sense of belonging to their school community. The Team also supports specific students who require academic, literacy, social/emotional, and/or behavioural support.

A primary goal of the RGSS Student Success Team is to make a meaningful connection with every student in our school.

Please contact the school for more information about the Student Success Team or to refer your son or daughter.

# Emergency Codes and Responses



Code	Examples	Signal	Classroom Procedure	All Clear
Green	Student or staff member in distress Minor plant issue	PA announcement: "Staff: Please note Response Team: Code Green request"	Regular class routines (School Crisis Response Team reports to the office.)	No announcement
Yellow	Fire Perceived threat (requiring evacuation) Major plant issue	Fire Alarm Announcement and/or alarm	<p><b>UPON SIGNAL:</b> Close windows (*fire ) Open windows (*bomb threat) Collect class list Close doors Take no personal belongings Orderly dismissal Follow fire route Proceed to designated area of the school field Take attendance and wait for further instruction (School Crisis Response Team in designated areas to check clearance of building.)</p>	Three short rings of regular bell and/or PA announcement
Red	Intruder alert Fatality Severe weather	Code Red PA announcement	Collect any students in the hallway Lock classroom door Instruct students to move away from windows and out of sight Disregard alarms & bells until all clear announcement Students on the floor (School Crisis Response Team clears hallways, await further help.)	PA announcement "The building is secure."

**RICHMOND GREEN SECONDARY SCHOOL – SCHOOL YEAR CALENDAR 2009-2010**

MONTH	1st Week					2nd Week					3rd Week					4th Week					5th Week				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
September		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		
		H	E/S	E/S	H	H	1	2	3	4	5	1	2	3	4	5	1	2	3	PT	4	5	1		
October				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
											/	4	5	1	2	3	4	5	1	2	3	4	5	1	2
November	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				
	3	4	5	1	2	PT	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3				
December		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
		4	5	1	E/S	2	3	4	5	1	2	3	4	5	1	H	H	H	H	H	H	H	H	H	
January					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
					H	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1
February	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26					
	E/S	2	3	4	5	1	2	3	4	5	H	1	2	3	4	5	1	2	3	4					
March	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
	5	1	2	3	4	5	1	2	3	4	H	H	H	H	H	5	1	2	3	4	5	1	2		
April				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
				H	H	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	
May	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
	3	4	5	1	E	2	3	4	5	1	2	3	4	5	1	H	2	3	4	5	1				
June		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		
		2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	E/S		

**Legend:**

- H - School Holiday
- E - Elementary Professional Activity Day
- S - Secondary Professional Activity Day
- PT - Professional Training Day

**Holidays:**

- Labour Day - September 7, 2009
- Thanksgiving Day - October 12, 2009
- Christmas Vacation - December 21, 2009 - January 1, 2010
- Family Day - February 15, 2010
- March Break - March 15-19, 2010
- Good Friday - April 2, 2010
- Easter Monday - April 5, 2010
- Victoria Day - May 24, 2010

## Semester I

<b>SEPTEMBER</b>	<b><u>RESPECT</u></b>
Sept. 1	- Pre Registration Day / Photo Day
Sept. 2-3	- Professional Activity and Training Day
Sept. 7	- Labour Day
Sept. 8	- Day 1 for Grade 9 Students Only
Sept. 9	- Day 2 for All Grades (Grades 9-12)
Sept. 9	- Grade Assemblies
Sept. 10	- Missed Photo Day
Sept. 17	- ESL Conference
Sept. 19-20	- Rosh Hashanah
Sept. 20	- Eid-ul-Fitr
Sept. 22	- Grade 9 Curriculum Night
Sept. 22	- Last Day for Semester 1 Course Changes
Sept. 21-25	- Safety Week
Sept. 21-25	- Leadership Workshops (Music, Athletics & Student Council)
Sept. 25	- Professional Activity and Training Day
Sept. 25-27	- Ontario University Fair
Sept. 28	- Yom Kippur
<b>OCTOBER</b>	<b><u>RESPONSIBILITY</u></b>
Oct. 5-9	- National Family Week
Oct. 8	- Awards Ceremony
Oct. 12	- Thanksgiving Day
Oct. 13	- Photo Retake Day
Oct. 15	- Digital Literacy Conference for Grade 9's
Oct. 17	- Diwali
Oct. 19-20	- Music Camp – Jackson's Point
Oct. 20-23	- Sears Drama Auditions
Oct. 22	- Parents' Night
<b>NOVEMBER</b>	<b><u>COURAGE</u></b>
Nov. 4	- Take Our Kids to Work/Grade 8 Orientation Day
Nov. 6	- Music Council Event
Nov. 9	- Professional Activity and Training Day
Nov. 11	- Remembrance Day (Assembly)
Nov. 12	- Semi Formal
Nov. 13	- Mid-Semester Report Card Distribution
Nov. 19	- Pathways Evening
Nov. 25	- Canadian Math Open Challenge
Nov. 27	- Eid-ul-Adha
<b>DECEMBER</b>	<b><u>COMPASSION/EMPATHY</u></b>
Dec. 1-3	- Musical Theatre Performance
Dec. 4	- Professional Activity and Training Day
Dec. 7-11	- Family Studies Festive Week
Dec. 7-15	- Grad Photo Days
Dec. 8	- Student Voices Conference for Grade 10's
Dec. 10	- Music Concert – "Winter on the Green"
Dec. 18	- Last Day of Classes Before Winter Break
Dec. 21-Jan. 1-	- Winter Break (Inclusive)
Dec. 25	- Christmas
<b>JANUARY</b>	<b><u>OPTIMISM</u></b>
Jan. 1	- New Year's Day
Jan. 4	- First Day of Classes
Jan. 4-29	- Richmond Hill Youth Library Art Festival
Jan. 7	- Christmas (Eastern)
Jan. 18-19	- EQAO – Grade 9 Assessment of Mathematics
Jan. 19	- Grade 8 Open House
Jan. 22-28	- Examinations
Jan. 29	- Exam Review Day

## Semester II

### **FEBRUARY**

#### **INITIATIVE**

- TBA - OBA Music Festival/Kiwanis Music Festival
- TBA - Sears Drama Festival Performances
- Feb. 1-28 - Black History Month
- Feb. 1 - Professional Activity and Training Day
- Feb. 2 - 1st Day of Semester II
- Feb. 4 - Arts & Digital Media Fair
- Feb. 5 - Semester I Report Card Distribution
- Feb. 8 - Course Selection Assemblies
- Feb. 9 - Course Selection Information Evening Grade 10-12
- Feb. 14 - Lunar New Year
- Feb. 15 - Family Day
- Feb. 16 - Last Day for Semester II Course Changes
- Feb. 19 - Course Selections Due
- Feb. 24 - Physical Education Ski Trip
- Feb. 25 - Pascal, Cayley and Fermat Math Contests

### **MARCH**

#### **HONESTY**

- TBA - Music Alive Festival
- Mar. 10-22 - Art Trip – Italy and Greece
- Mar. 12 - Staff/Student Hockey Game
- Mar. 15-19 - Mid-Winter Break (Inclusive)
- Mar. 25 - Parents' Night
- Mar. 30 - Passover/Pesah

### **APRIL**

#### **FAIRNESS**

- TBA - Music Alive Festival
- Apr. 2 - Good Friday
- Apr. 2 - Good Friday (Western)
- Apr. 5 - Easter Monday
- Apr. 7 - Euclid Contest
- Apr. 8 - Ontario Secondary School Literacy Test
- Apr. 9 - Fryer, Hypatia & Galois Math Contests
- Apr. 14 - Baisakhi
- Apr. 16 - Mind, Body & Soul Conference for Grade 11's
- Apr. 21 - Ridvan
- Apr. 23 - Mid-Semester Report Card Distribution
- Apr. 28 & 29 - Spring Drama Performance

### **MAY**

#### **INTEGRITY**

- TBA - YRDSB Visual Arts Alive Festival
- May 1-31 - Asian Heritage Month
- May 3 - Music Monday
- May 6 - Grade 8 Orientation Visit
- May 6 - Drama Banquet
- May 12-13 - Fashion Show
- May 18 - Student Council Elections
- May 20 - Music Concert – "Music on the Green"
- May 20 - Managing Change Conference for Grade 12's
- May 22-29 - YRDSB Arts Camp
- May 24 - Victoria Day
- May 27 - Prom

### **JUNE**

#### **PERSEVERANCE**

- June 1 - Athletic Banquet
- June 15-16 - EQAO – Grade 9 Assessment of Mathematics
- June 9 - Arts and Culture Banquet and Café
- June 21-25 - Examinations
- June 28 - Exam Review Day
- June 29 - RGSS Graduation
- June 29-30 - Professional Activity and Training Day

## REQUIREMENTS FOR PUPILS

### *A pupil shall,*

- Attend classes punctually and regularly;
- Be courteous to fellow pupils and obedient and courteous to teachers;
- Show respect for school property.
- Be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled;
- Exercise self-discipline;
- Accept such discipline as would be exercised by a kind, firm and judicious parent;
- Take such tests and examinations as are required by or under the Act or as may directed by the Minister; and
- Be clean in person and habits;

When a pupil returns to school after an absence, a parent of the pupil or the pupil where the pupil is an adult, shall give the reason for the absence orally or in writing as the principal requires.

A pupil may be excused by the principal from attendance at school temporarily at any time at the written request of a parent of the pupil or the pupil where the pupil is an adult.

Every pupil is responsible for his or her conduct to the principal of the school that the pupil attends,

- On the school premises;
- On out-of-school activities that are part of the school program; and
- While traveling on a school bus that is owned by a board or on a bus or school bus that is under contract to a board.

*Consolidated Ontario Education Statutes and Regulations 2003,  
S.23.23 p.556*

## **CODE OF BEHAVIOUR FOR STUDENTS OF RICHMOND GREEN SECONDARY SCHOOL**

Schools exist in most societies in order to help young people learn the skills, knowledge and values which will help them to live full and worthwhile lives. Schooling imposes certain responsibilities on students. In any school, it is necessary to establish rules and regulations which will govern the group for the safety and common concerns of all. It is for these reasons that the following guidelines have been established.

Our community demands respect and tolerance of individual differences. We will support and develop these attitudes by:

- Fostering a belief in a commitment to nonviolent conflict resolution
- Valuing actions and behaviors that are positive, supportive and
- Respectful, of the rights and personal freedoms of growth.

Our goal is clear: to provide the safest, most effective, and most nurturing environment for individual and collective growth.

**Both the code of Conduct and the Safe and Supportive Schools Policy apply to all students anywhere on school property, on adjacent property and at all school-related events and activities. School property at Richmond Green includes the RGSS building, the Richmond Green Public Library, the arena, the park areas and parking lots.**

### **LEARNING ENVIRONMENT AND EQUALITY**

All school members deserve the best learning and working environment where the uniqueness of individuals is respected. At RGSS all students must respect differences in people. It is expected that all staff and students treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability. It is also expected that everyone show proper care and regard for school property and property of others, as well as take measures to help those in need.

### **RESPECT AND RESPONSIBILITY**

Students and staff are to be treated with respect and dignity. At RGSS we are committed to respecting everyone's right to an education by being courteous in classrooms, hallways, library and assemblies. It is expected that the property of others and our school in environment is respected and that proper care is taken to protect our lockers, text books, cafeteria, classrooms, and equipment.

Respect is demonstrated when students respond and acknowledge persons in authority (administration, teachers, secretaries, caretakers, volunteers, cafeteria staff, bus drivers and board personnel) by identifying themselves as part of the school registry when asked.

Every member of the RGSS school community is expected to engage in conversations and dialogues which include respectful language without the use of profanity.

### **SAFETY**

All staff and students must respect everyone's right to physical and emotional safety so they can be free of fear or intimidation. The use/possession of harmful and/or illegal substances such as alcohol and drugs on school property or at school-authorized events may result in suspension from school and may also result in criminal prosecution. Students are expected to self-monitor their behaviour and accept responsibility for individual actions, words and gestures.

It is expected that all school community members adhere to Board Policy #668, Safe and Supportive Schools

### **DRESS CODE**

Dress in a respectful and appropriate manner that reflects the values and beliefs of our school. RGSS has a no hat/bandana policy. Only headgear for religious purposes may be worn. Tops must meet bottoms and have straps at least the width of three fingers. Slogans on clothing must be appropriate for the school environment and contain no profanity. Underclothing must not be visible. At RGSS, coats may not be worn in classroom and are expected to remain in lockers during class time. We believe that appropriate dress makes a positive statement.

### **HEADGEAR**

Absolutely no hats, hoods, bandanas, doo rags, or other non-religious head coverings are to be worn in the school at any time, except for religious or medical reasons. Students wearing inappropriate headgear will be asked to submit headgear to staff upon request and will be able to retrieve it from the main office at the end of the school day. Persistent opposition to this policy will result in headgear being returned to a parent or guardian only.

### **FOOD**

Absolutely no food or drink, other than water, will be permitted in classrooms at any time. Food is only permitted in the cafeteria and on the first floor at lunch time. Absolutely no food or drink are allowed in any of the computer labs at any time.

### **CAFETERIA**

The cafeteria hours are 8:30-9:15 (before school) and 12:00 noon -1:00pm (lunch hour). Students are not to go to the cafeteria between classes. It is expected that everyone make an effort to take care of our cafeteria and by being responsible for their own garbage and placing garbage in the proper containers.

### **ALLERGIC REACTIONS**

Students with health issues or allergies must inform the office of specific health requirements in order to ensure an environment as safe and sensitive as possible. If you have a severe allergy (i.e. peanuts) it is important that office personnel be informed of your medical situation. If you carry an EpiPen it is imperative that it be carried with you or easily accessible by someone other than yourself. You must provide the location of the EpiPen to the main office. Appropriate York Region District School Board forms must be completed. A medical alert bracelet is recommended for identification purposes. Please inform each of your classroom teachers of your medical condition. A severe allergy alert sign will be posted in each of the students classrooms. Parents should contact each of the classroom teachers and request the sign be placed and outline the students medical condition.

### **LEARNING ENVIRONMENT**

At RGSS, students are expected to conduct themselves appropriately in class, and follow class routines at all times. Students must abide by course expectations including all timelines and due dates. Please refer to course outlines for expectations.

Students are expected to use time management skills by recording all assignments/homework in their agenda and to organize materials in their binders and knapsacks. Students are expected to communicate with the teacher to clarify and ensure understanding and to approach the teacher for formative feedback

Most importantly, we expect students to come to class prepared with course materials, ready to listen and to engage in learning, use active listening and contribute ideas and thoughts to class discussions and activities.

### **PERSONAL PROPERTY**

Students are responsible for their personal property. All personal property such as, knapsacks, coats and technological devices should remain in lockers during class time. School bags are not permitted inside specialized classrooms (ie. technology labs, drama studio, art studio's, etc.). Students should use discretion in bringing money or valuable personal property to school. If it is necessary to do so, these items should be left in the school vault during the day for safe keeping. Damage to school property will require payment to repair and/or suspension from school. **The school will not be responsible for lost or stolen articles on school property.** Please note thefts do occur on a regular basis at high school. Don't be a victim – do not bring money or valuables to school.

### **TECHNOLOGICAL DEVICES**

No technological devices are permitted in the classroom in any capacity (cell phones as calculators, recording devices, cameras, video, etc...). **Such devices are disruptive to the smooth operation of the school and its learning environment.**

**CELL PHONES** can be used only between double doors in school entrance ways.

**IPOD/MP3's** can be used only outside of class time but not in any classroom at any time. Walkmans/ipods/mp3 players etc. may be used in non-classroom areas only when they are used with earphones. These *devices* may be **confiscated** if used inappropriately. Radios are permitted in the building for program use **only**. Students may not have walkmans/ipods/mp3 players etc. on or in their ears during classroom instruction.

Students must not photograph or video (using a cell phones, cameras etc.) any student or staff member in the school building. Pictures and videos must not be taken without permission as this is a violation of one's privacy. Expectations occur for curriculum based projects with teacher approval and subject approval

Students must not post school activities, pictures, or videos of students and/or staff on websites such as YouTube, MySpace and Facebook.

Any technological device that is capable of communicating information and/or has photo capabilities is not permitted to be used during any assessment and evaluation.

Laser pens are **NOT** allowed on school property as they pose a safety risk in that their use may result in physical damage to one's eyesight. Thus, the use of laser pens on school property will result in the confiscation of the laser pen, parental contact and suspension.

Cards/dominos and other table games are permitted before school, at lunchtime and after school in the cafeteria only. Students are forbidden to gamble with money, chips or other materials.

Staff and students have the right to learn and work in a safe and undisturbed environment.

### **GUILTY BY ASSOCIATION**

A student found in the company of a student or group of students who have committed an illegal act will be subjected to the same civil/criminal and school consequences.

## **MUNICIPAL FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT**

### **MESSAGE TO 16 AND 17 YEAR OLD STUDENTS**

The school is required by law to give access to the information in your Ontario Student Record (your official school office file) to your parents or guardians until you reach the age of 18. Therefore, your report cards, attendance and progress will be shared with your parents as long as you are under the age of 18.

This School believes that there is a strong relationship between success in school achievement and informed parental involvement. For this reason, students are encouraged to co-operate with their parents in all aspects of their school performance and progress.

Student information is private and the school board has a legal obligation to protect it under the Municipal Freedom of Information and Protection of Privacy Act. To satisfy other legal obligations, certain information is routinely released to the Ministry of Education, the Board's insurance company, etc.

It may also be disclosed beyond the Board for informational and promotional purposes such as:

- School Council, Parent/Teacher Association;
- Student Council use;
- Media publicity;
- Yearbooks;
- Newsletters;
- School displays; and
- Videos

If you do not consent to the release of student information for these purposes, or if you do not wish to have your name, photo or work displayed, published or broadcast, please inform the principal in writing.

## IMPROVING BEHAVIOUR

**Failure to follow the rules of behaviour will result in consequences according to the Safe and Supportive School Policy.** Richmond Green prides itself on attempting to use alternatives to suspensions whenever possible. The following actions may be taken by the school to help ensure high standards of behaviour in the school and the use of a continuum of responses.

### 1 Restorative Practice

At Richmond Green Secondary School we are committed to the use of Restorative Approaches when dealing with conflict and solving problems between individuals. This approach is based on the notion that people need to take responsibility for their behaviours, reflect upon the impacts of their behaviour on others, and work toward repairing the harm that has come to the relationship. Restorative responses support student's social and emotional learning and development.

A restorative approach to conflict or wrongdoing is based on asking four key questions of the person who has caused harm to others:

- What happened?
- What were you thinking at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way(s)?

Individuals who have been harmed or affected by wrongdoing are asked the following questions:

- What did you think when you realised what had happened?
- What impact has this incident had on you and others?
- What has been the hardest thing for you?
- What do you think needs to happen to make things right?

Restorative approaches create an atmosphere of respect, accountability, commitment to relationships and community building, collaboration, empowerment and emotional support.

### 2 Counselling

Counselling is the most common technique used in discipline and normally is used with all other forms of discipline. Generally a teacher, guidance counsellor, principal or vice-principal will discuss the reasons for a problem in the hope that the advice offered will assist the student in helping to solve a problem and thereby avoid similar offences in the future.

### 3 Parent Contact

The school appreciates all of the help and advice given by parents to help with discipline problems. Parents are informed of repeated minor violations and of all serious offences. Often parents are asked to advise on ways of helping their son/daughter/ward improve. Frequent parent contact is part of the discipline used in the school. Parents are encouraged to contact the school and/or teacher if they have concerns.

### 4 Peer Mediation

Students trained with skills in mediation act as counsellors between other students in conflict. The aim is to resolve issues and devise alternative solutions to problems.

### 5 Detentions

Detentions are given outside of class time and are used when it is believed that some form of discipline or consequence is required. This will help ensure that the student is aware that his/her actions are unacceptable. This also provides time for him/her to rethink the attitude and behaviour creating the problem.

- ⑥ **Exclusion from class**  
One consequence of inappropriate behaviour is removal from the class. This could mean a "time out" from one class or several classes. This form of consequence will result through conversations between subject teacher and administration. If exclusion is beyond 1 day the parent will be contacted.
- ⑦ **Confiscation of Items Forbidden at School**  
Personal items confiscated during the school day may be reclaimed from an administrator. If it is deemed unsafe or unwise to return the item, parent contact with the school is required. If warranted, the Safe Schools Policy may be invoked.
- ⑧ **Student Contract**  
A student contract is a written agreement identifying the expected student behaviour between the school and student and his/her parents. The contract identifies:
- Expected student behaviour;
  - Consequences for breaking the contract.
- ⑨ **Withdrawal of Privileges**  
Privileges to attend school events, field trips or team and club memberships etc. will be lost if students fail to abide by the Student Code of Behaviour or the Safe and Supportive School Policy.
- ⑩ **Referral to School Personnel or Outside Agency**  
Often poor behaviour is due to frustration with the learning process. The student may be referred to a counsellor or remedial teacher for counselling and help. Problems outside of school may also be the root cause of poor performance, and referral may be made to Children's Aid, Family Services York Region, or other agencies as appropriate.

## SCHOOL GUIDELINES

### ATTENDANCE & PUNCTUALITY POLICY

Regular attendance and punctuality contribute to student success and achievement. Attendance and punctuality are related to developing character traits such as respect, responsibility and integrity and are linked to learning skills such as work habits and initiative. Therefore, the staff and administration strongly encourage students to make every effort to attend regularly. The less class time students miss, the less likely they are to fall behind in course expectations and requirements. Therefore, it is expected that students attend all classes and be on time for each subject.

When attendance and/or punctuality negatively impacts upon student achievement, a teacher will take the steps necessary to remedy the problem. These may include:

- Review of expectations;
- Student-initiated plan for improvement;
- Detention; and
- Parental contact/letter

If attendance and/or punctuality continue to negatively impact student achievement following the teacher's initial attempts to remedy the problem, he/she will refer the matter to a vice-principal. The administration, teacher, student and parent/guardian will work together to develop a plan of action to assist the student in improving his/her attendance or punctuality.

### SIGNIFICANT FAITH DAYS

Absences due to York Region District School Board recognized significant faith days, and school sponsored activities will not be included in the total absences from a class. Students are responsible for work missed during all absences and are asked to complete and hand in all work missed during an absence.

### EXTRA CURRICULAR ACTIVITY ABSENCES

Students are strongly encouraged to participate in any extra curricular activity which is an integral component of their education, but students must remember that regular attendance is the key to success in the classroom. Students who are absent during the school day will not participate in extra-curricular activities during the days that they are absent.

### REPORTING AN ILLNESS / SIGNING OUT

If you are feeling ill you are to report to the office. Your parent/guardian will be contacted and you may be allowed to go home with their approval. School personnel are not allowed to dispense medication e.g. aspirin. If a long term illness or injury occurs please contact a Vice Principal as early as possible.

### Attendance Procedure: Students under 18 years of age

**If a student is going to be absent for the day, the school must be informed by a telephone call from his/her parent/guardian before 9:00 a.m. at (905) 780-7858.** If the school has not been contacted, then a note from his/her parent/guardian stating an appropriate reason must be submitted to the attendance secretary immediately upon return to school in order to obtain an admit slip.

### STUDENT EXPECTATIONS REGARDING ATTENDANCE

- Communicating with teachers prior to a known absence (e.g. Doctor's appt., field trip, school event);
- Communicating with the attendance office by phone or note;
- Demonstrate initiative by completing all missed work. (e.g. illness or appointment);
- Attend all assessments on scheduled day; and
- Be aware of and prepare for adverse weather conditions

**Attendance Procedure: Students 18 years of age or older**

If a student is going to be absent for the day, the school must be informed by a telephone call made by the student before 9:00 a.m. at (905)780-7858. If a school has not been contacted, then a note written by the student stating the appropriate reason must be submitted to the attendance secretary immediately upon return to school in order to obtain an admit slip. All notes will be kept on file.

It is the expectation that all students attend class. Classes can only be missed for legitimate reasons such as an illness or appointment.

**LATES**

At Richmond Green, we value class time and recognize that punctuality is an essential life and workplace skills. All students are expected to be in class on time and prepared to learn as full attendance is integral to student achievement. Attendance and punctuality are related to developing character traits such as respect, responsibility and integrity and are linked to learning skills such as work habits and initiative.

If a student is late for class, they are to report directly to their classroom. A late arrival that is 15 minutes or less into the period will be marked as late on the attendance record and the student will be issued a consequence for late arrival by the classroom teacher.

Students who are more than 15 minutes late to class are to report directly to the main office to obtain a late slip. Classroom teachers will request this as proof that your late arrival has been accounted for.

Students who demonstrate persistent late arrivals will receive a consequence from administration which may include a: phone call home, detention, character education writing assignment, and restorative think sheet.

***Progressive Discipline and Late Arrivals to class:***

**First Late:** Warning from classroom teacher/ Logged onto a Yellow Late Record Form

**Second Late:** Logged onto a Yellow Late Record Form

**Third Late:** Logged onto a Yellow Late Record Form

**Fourth Late:** Logged onto a Yellow Late Record Form & Phone call home

**Fifth Late:** Logged onto a Yellow Late Record Form- Referral to main office

After 5 late arrivals in a class, the student will be referred to administration.

Teachers will forward yellow Late Record Forms to the main office as notice of students who require administrative intervention.

## ACADEMIC HONESTY POLICY

An outcome expected to be achieved by students at Richmond Green S.S. is that they will think independently and honestly. It is in the best interest of each student to build habits which contribute to genuine academic, personal and social growth.

Whether *intentional or through ignorance* of the rules, acts of academic dishonesty can lead to severe consequences for students. True learning in an intellectually stimulating environment is enhanced when students consistently demonstrate respect for the intellectual property rights of others and adherence to a code of honour in all evaluated activities.

### Definitions

#### Plagiarism is:

- The use, without proper acknowledgement, of ideas or thoughts of some person other than the writer;
- The use of direct quotations, or of material paraphrased and/or summarized by the writer without proper acknowledgement;
- The submission of an essay or assignment which has been **written in part or whole by someone else** as one's own; and
- The submission of material which has been obtained from a computerized source, with or without minor modifications as one's own.

Classroom teachers are experts in evaluating the writing of their students. They are most familiar with their writing styles and are recognized as authorities in identifying plagiarism. Therefore, when a situation arises of suspected plagiarism, *it is the responsibility of the student to demonstrate the work to be his/her own.*

#### Cheating is

- The buying and/or selling of essays or exam or test questions;
- Submission of the same piece of work in more than one course without the permission of the teacher;
- The preparation of an essay or assignment by someone other than the stated writer allowing one's essay or assignment to be copied by someone else; and
- The unauthorized giving or receiving of information or assistance during an examination or a test.

Incidences of cheating will be dealt with on a case by case basis.

### Procedure

**Depending on the severity of the incident, one or more of the following steps will be taken as appropriate to deal with plagiarism or cheating:**

- The teacher will interview the student regarding the incident;
- Parents or legal guardians will be contacted; and
- The department head and administrator will be informed

### Penalties

- Oral and/or written warning or reprimand;
- A make-up assignment or rewrite may be given;
- A failing grade or mark of zero; and
- Suspension

Appeals will be heard by the department head, and/or vice-principal and/or the principal.

### **CONFIDENTIAL COUNSELLING**

Confidential counseling related to personal and family issues is available to RGSS students in the guidance office.

Confidential health connections is available by calling Public Health Monday to Friday 8:30 a.m. - 4:30 p.m. at:  
1(800) 361-5653 or (905) 882-2081.

For sexuality information and counselling call 1-800-461-2135 and locally (905) 940-1333. Ask to speak to the nurse on call.

Kids Help Phone is available by calling 1-800-668-6868 for 24 hour telephone counselling, information, and referrals to children and youth up to the age of 20 years.

Settlement and Education Partnership in York Region have first language speaking workers who assist new immigrants to our area. Please call (905)780-6800 for more information.

### **COURSE CHANGES AND DELETIONS**

For any timetable revision, students must consult a counsellor in Guidance Services. Students should not approach a subject teacher for admission to, or deletion from a class. **Students must attend all classes until they are officially removed from the course by Guidance Services and textbook(s) returned.** It is only then that a student may attend their new course or begin their supervised study period.

If a student has taken the course in the first semester, he/she cannot retake it in the second semester unless space is available. Consultation with the subject teacher and Guidance Services' counsellor will be required.

Level changes and deletion of courses (when permitted), will still be considered when appropriate.

### **REQUIREMENTS FOR CREDITS**

Students are expected to carry a full course load. Exceptions require the permission of an administrator. The following guidelines are used in determining appropriate course loads:

- Grade 9, 10 & 11 students (24 credits or less) require a FULL timetable (no spares). Eight courses must be taken – 4 semester 1 and 4 semester 2;
- Grade 12 students (24 credits or more) require a minimum of three courses per semester;
- Graduating students requiring four courses or less must take those courses in the first semester; and
- Students should ensure that they have the required prerequisites of "C", "M" and "U" courses for their university or college applications.

### **Students with Spares**

- Students with spares are expected to be working quietly in the library, cafeteria or outside. Students may not be in the halls during class time.

### **To Earn a Credit a Student Must:**

- Meet the academic expectations of the course;
- meet the required Assessment and Evaluation to provide evidence of their learning;
- Complete culminating activities, examinations and performance tasks prior to the completion of the course; and
- Appropriate replacement return all school resources (texts, materials) or pay the costs for lost and/or damaged items.

## **ATHLETIC POINTS**

**Possible Awards:** Silver Rattler and Platinum Rattler

**Purpose:** To acknowledge the effort and dedication of our student/athletes to sports at Richmond Green.

### **Points System**

- All sports will be rated according to the length of season and/or amount of time spent in practice. As a result, a sport may be declared a 1, 2, or 3 point sport.
- In a 3 point sport, for example, the coach of that team will decide to award to each athlete, a maximum of 3 points for his/her efforts during that season.
- The coach may decide to award the maximum points to all the athletes or the coach may determine that some are more deserving than others.
- The Athletic Council will maintain point records for all athletes who compete for RGSS.
- When athletes attain the required number of points for an award, that award shall be presented at the athletic banquet during the year in which the correct number of points is acquired.

Bonus Points: YRAA Championship: Medal Recipient: 1 point  
OFSAA Championship: Finalist: 1 point

### **Silver Rattler**

Any athlete who accumulates a total of **18** points during his/her athletic career shall be awarded a junior athletic letter.

### **Platinum Rattler**

Any athlete who accumulates a total of **28** points during his/her athletic career shall be awarded a senior athletic letter.

### **Maximum points for sports**

**1 point:** Golf and Coed Volleyball;

**2 points:** Tennis, Curling, Cross Country, Track & Field, Alpine Skiing  
Snowboarding and Nordic Skiing;

**3 points:** Basketball, Volleyball, Soccer, Hockey, Badminton, Ultimate,  
Rugby and Baseball.

## **EMERGENCY PROCEDURES FOR SCHOOL EVACUATION**

If an emergency situation occurs, the alarm will be sounded or an announcement will be made depending on the nature of the emergency. Students will be required to follow the emergency procedure, refer to the chart titled *Emergency Codes and Responses* found in prefix of this handbook. Depending on the emergency situation i.e. fire, students will leave by the "Fire Drill" exits and proceed immediately away from the school to the front field. Students must meet and stay with their classroom teacher; those on spare periods will meet with an administrator to be assigned a duty/task. Attendance will be taken at this time.

Students must not leave the school property during the emergency and are not to get into any vehicles during a school evacuation.

### **Accident at School**

All injuries must be reported to the person supervising the class activity and to the main office. An accident injury report form must be filled out by both student and teacher and be signed by the principal.

## **EXAMINATIONS**

All exams must be written at the scheduled time. **Vacation time MUST NOT be planned during the scheduled exam period. Parents/Guardians must refer to the exam schedule and not book any camps, vacations or family pilgrimages until after the last day of exams.**

**All texts must be returned prior to writing the final examination.**

**If you miss an examination due to illness:**

- Inform the school immediately,
- Submit within 48 hours a medical certificate to a school administrator. Failure to do so may result in a mark of zero.

A student who fails to meet the terms of this policy may not be recommended to attend summer school. Any other situation must be dealt with by the appropriate administrator.

Cheating on any summative evaluation is considered a serious offense. A student found cheating will receive a mark of zero. Examination guidelines will be found on the reverse side of the examination schedule.

**EXAMINATION PROCEDURES AND GUIDELINES FOR STUDENTS  
NOW THAT YOU HAVE RECEIVED YOUR EXAM SCHEDULE WHAT TO DO:**

- Highlight every course, date and time for which you have an examination.
- Conflicts: A conflict occurs when a student has
  - 2 exams in the same time slot or
  - 3 exams on the same day.

**Complete the conflict form at the bottom of the examination schedule and submit the schedule to the front office on date requested.**
- School bus service will follow the regular schedule. Alternate arrangements must be made if your exam extends beyond 3:35 p.m.

**EXAM PROCEDURES**

**Attendance:**

- **Absence:** Students missing an examination due to illness, bereavement or a court appearance must notify the school immediately (905.780.7858). Students must provide verification by the appropriate authority (i.e. illness requires a doctor's note). Failure to produce a suitable certificate may result in a mark of zero. The school may verify information on medical certificates and statements. Students may be required to write the missed exam at a later date.
- **Vacation time, employment and appointments must not be planned during the scheduled exam period. All exams must be written at the scheduled time and place.**
- **Lates:** Students who arrive **less than 10 minutes late** to an exam report directly to the assigned exam room. Students who are late will be given only the time remaining on the examination in progress. Students more than **10 minutes late report** to the Main office for further instruction. Students will not be permitted to write an exam once other students have left the regularly scheduled exam.

**WHEN YOU COME TO SCHOOL FOR YOUR EXAM**

**Quiet Study Areas:**

- While exams are in progress students may not go to their lockers.
- The cafeteria and library are available for quiet study.

**At the Exam Room:**

- Arrive at the exam room at least 15 minutes before the start of the exam.
- School bags, coats, pencil cases, notes, notebooks, food or drinks are not allowed at the examination desk. These items should be left in the student's locker or at the front of the examination room.
- Paper is provided for the exam. The student must provide all necessary equipment such as pens, pencils, mathematical sets, rulers and erasers. An extra pen or pencil is recommended.
- Teachers will direct students on the use of pocket calculators during the examinations.
- Calculators may not be shared or borrowed during the exam.
- All calculators used during an exam must be free of the case or cover.
- Memories must be cleared for all programmable calculators.

**Textbooks:**

- Textbooks will be collected as you enter the examination room. The textbook is your "TICKET TO YOUR EXAM." If the student has lost the textbook, a cheque payable to Richmond Green Secondary School must be submitted in lieu of the textbook.
- If any textbook is lost or damaged, the school must be reimbursed before new materials can be loaned to you next semester.
- Students must not leave a textbook in a classroom assuming that the teacher will receive the book.
- Report cards and/or student schedules may be withheld until all texts are paid for or returned.

**When You Get Your Exam:**

- Talking or communicating in any manner with any other student during the exam or the collection of the exam is considered cheating and you may receive a mark of zero for that exam.
- Ensure that you have the correct number of exam pages.
- Write your name on each exam page and each separate answer sheet.
- Note the total time for the exam and plan your time wisely.
- Remain seated during the exam. Indicate a question or request for fooscap to your supervising teacher by raising your hand. The supervising teacher will respond accordingly.
- Students will sign an attendance list during each examination.
- Washroom privileges during the exam are minimal and only with a teacher escort.

**At The End of Your Exam:**

- Follow the instructions of the supervising teacher regarding the collection of the exams.
- Remain seated until the exam is collected.
- Students remain in the examination room for the full time period for exams. For 2 hour exams and longer, there is a one time dismissal after an hour and a half. Students who do not leave at that time must remain in the exam room for the full 2 hours.
- Respect others who are writing exams and remain quiet in the exam room and in the halls.

**INCLEMENT WEATHER**

- **In the event that an exam is cancelled due to bad weather and bus cancellation, all subsequent exams will be written at their originally scheduled times.**
- **The missed exams will be written on EXAM REVIEW DAY, as noted on the exam schedule.**

**FIELD TRIPS AND EXTRA-CURRICULAR ACTIVITIES**

Students are required to communicate with their teachers any upcoming school trips or competitions to make arrangements to ensure that their learning expectations have been met.

Students will not be penalized for absences due to teacher supervised field trips or sports events when they are part of that activity. Students are always responsible for missed work.

Students are expected to accompany their class or team on school arranged transportation to **and** from the school activity. Exceptions to this policy must be arranged in advance with an administrator and require parent/guardian approval.

**HALL TRAFFIC**

- Keep hallways and stairwells clear in compliance with fire regulations and courteousness to others;
- Eating in the halls, gym, classroom or library is not permitted. Only students with special permission from administration may do so. Please ensure all garbage is placed in garbage bins;
- Students may not sit in stairwells as it is a fire regulation.

### HOME ROOM

Home rooms are open to receive students by 9:20 a.m. daily. A music selection will indicate to students that they should be in home room. Students arriving in home room at the playing of the national anthem will be considered late. During opening exercises and announcements, students are expected to be quiet and attentive.

### ANNOUNCEMENTS

Morning announcements are to communicate information about school activities and Character Education to staff and students. The message should be short and to the point, if necessary directing people to where more information can be found. The reading of morning announcements provides an opportunity for students to practice a form of public speaking.

- Announcements must apply to all students and relay "Celebration of Success";
- Announcements are to be read in a professional broadcaster style without editorial inflection or comments;
- Announcement forms are available in the main office;
- All announcements **MUST** be submitted to the office prior to 9:00 a.m. and be signed by a staff advisor before they can be read. An identical announcement will be read twice at most (e.g. 2 days in a row);
- A maximum of three students will read announcements on any given day;
- Background music will be present for promotional announcements only (dances, etc.). The recording should be submitted one day in advance. The same is true if an announcement has been recorded on a disk. Music and lyrics must not include any inappropriate or profane language. Students are asked not to mimic, exaggerate, or imitate in a manner that does not respect our value for diversity; and
- The announcements are posted daily outside the office for students to read.

### HOMEWORK GUIDELINE

Homework is an activity that increases the partnership between home and school. It supports the learning expectations of the course and provides additional opportunities for mastery.

#### Expectations of the Homework Guideline:

- Will be reflected as a learning skill;
- to encourage the development of self-discipline and good work habits;
- To help develop positive and enthusiastic attitudes towards independent study and lifelong learning; and
- To assist students in preparing for subsequent planned learning activities.

#### Time Requirements for Homework

The time required to complete assigned homework will vary depending on the abilities and the commitment of each student. Further, every student is encouraged to develop the habit of doing more than the assigned "minimum" of homework. Regular review and reading ahead will dramatically increase the student's chances of success. **It is recommended that at least some time be spent on homework on a daily basis.**

### LOCKERS

Each student is issued a locker for the year provided that he/she:

- Takes responsible care of it;
- Maintains it in an orderly fashion; and
- Keeps it locked using only a combination lock (which will be provided by the school).

School lockers are school property **ON LOAN** to students. The school has the right to search lockers and desks, without notice to, or permission of any person. In addition, police may from time to time be invited onto school property to conduct their own searches. These searches may be conducted without notice or permission from any member of the school community. (York Region District School Board and York Regional Police protocol, August 2002, p.8). **The school office must have a record of the locker number and combination on file.** The use of a locker will not contribute to students being late for class or to

the disturbance of others. The school does not assume responsibility for lost or stolen items from your locker.

#### **LOST AND FOUND**

Found articles should be turned in to the Main Office and may be claimed there.

#### **OUT-OF-BOUNDS AREAS**

Any area is considered out-of-bounds if it is not supervised by school personnel for example gymnasiums, office area, and cafeteria. The ponds adjacent to the school are out of bounds to students. Students who enter the water or push/pull another student into the water will be consequence by the school and parents will be contacted.

#### **PHOTOCOPYING**

Students wishing to employ photocopies in classroom activities must do so at their *own expense* using the photocopier available in the school library. Main office or guidance personnel will not photocopy for students.

#### **PRINTING**

Students will be able to print to the school printers using the school accounts. Once the students have exceeded the maximum printing allowance they will be required to pay for additional printing.

#### **QUESTIONNAIRES AND PETITIONS**

All questionnaires and petitions, including those arising from classroom instruction, must receive prior approval from the school administration.

#### **SCHOOL PROPERTY**

A student may not deface or damage school property by writing on or scratching desks, chairs, lockers, or walls. Garbage must be deposited in the wastebaskets which are located throughout the school. Any vandalism or damage to property will be dealt with by school administration and police. Any damage to school property will be paid for by the student.

#### **STUDENT PARKING**

All students who drive occasionally or regularly to school must have their car (make and model) and license plate recorded/registered with the school. All students are expected to drive in accordance with all provincial laws. Any student who drives carelessly or puts any student, staff member or community member at risk will lose their privilege to drive to and from school. In addition, parents will be contacted and York Regional Police may also be notified. Student parking is located at the far north lot. All students are reminded that extreme caution must be used when driving in the school parking lot. Driving to school is a privilege not a right.

#### **TEXTBOOKS**

The York Region District School Board supplies your textbooks on a loan basis. While they are signed out to you, you are financially responsible for them. At the *end of the semester*, or upon your *withdrawal from school*, it is your responsibility to ensure that any loaned textbooks or other materials are returned to subject teachers. If the textbook or other materials are NOT returned and/or financial restitution is NOT made, the student will be referred to the Vice Principal.

It is expected that all students Return textbooks at the time designated by the teacher: prior to exams, at the exam. The textbook is the student's "ticket" into the exam.

If a textbook is lost or the number in the text does not match the originally assigned textbook number, the student is still responsible for paying for a lost text.

Textbooks must be returned directly to the subject teacher--- do not leave textbooks on a desk, in a room, or ask a friend to return your book.

Once a textbook has been returned STUDENTS MUST ENSURE THAT THEIR NAME IS REMOVED FROM THE TEXTBOOK LIST.

#### **TRESPASSING**

If you bring or encourage a trespasser to come onto the property of Richmond Green S.S., you will be *suspended* for contributing to trespassing.

If you bring or encourage a trespasser to come onto the property of the school who engages in any unacceptable behaviour, you will be held *accountable* under the safe schools policy. Only visitors approved by the main office are allowed on school property.

#### **SMOKING**

Smoking on school property is forbidden and will be consequence. Students will be issued a warning letter from the School Board. Upon a second offence students will be given a fine from the Public Health Department for \$340.

#### **VISITORS TO THE SCHOOL**

**All visitors are required to report to the Main Office. (parents, invited guests, YRDSB staff and presenters)**

**Visitors (other than guest speakers) WILL NOT be given permission to attend classes, visit with students or be on school property.**

**Students are required to notify the administration or teachers when aware of trespassers in the building.**

#### **UPDATING OF PERSONAL INFORMATION**

You MUST notify the main office immediately if there are changes to your personal information (address, phone number, etc.)

#### **USE OF TELEPHONES**

**Out-Calls:** There is a pay phone available to students on the first floor in the school. A phone is also located in the main office for student use in emergency or medical cases.

**In-Calls:** Only in the case of an emergency will the main office, at their discretion, disrupt a class for a student call.

#### **USE OF BULLETIN BOARDS/POSTING OF SIGNS**

Nothing may be placed on, or removed from, the bulletin boards except under the express instructions/approval of a member of the school administration. All posted signs must have the approval and signature of an administrator.

#### **VIDEO SURVEILLANCE**

Video surveillance is in use throughout the building to assist in providing a safe school environment and to protect Board property and assets. The video surveillance works on a 24-hour full week rotation. The cameras are watching you – so act with character.

#### **ANTI-RACISM AND ETHNOCULTURAL EQUITY**

Richmond Green S. S. fully endorses and abides by the York Region District School Board's Policy (No. 260.0) which affirms our commitment to value equally the racial, ethno cultural and religious differences of our students, their parents, teachers, staff, visitors and our community.

## STUDENT LIFE

### ACTIVITIES AND CLUBS

At Richmond Green everyone is encouraged to get involved in a variety of activities to enrich their high school experience. A multitude of opportunities are available for you to become an active member of the Richmond Green community. To organize an activity or club a teacher advisor is mandatory. The following is a list of possible activities and clubs for next year. We are always looking to add more. Please see the teacher representatives for student council or the head of health and physical education, or music if you are interested in a team or club not mentioned:

Arts and Culture Club, Athletic Council, Badminton, Baseball, Boys' and Girls Basketball, Equity Club, Cross Country, Deca, Drama Club, Drama Production, ESP, Environmental Club, Golf, Hockey, Hulk School Newspaper, Intramural Sports, Literacy, Music Council, Peer Mediation, Reach for the Top, Skiing & Snowboarding Club, Student Ambassadors, Students in Action, Boys' and Girls' Soccer, Social Justice, Student Council, Tennis, Track & Field, Ultimate Frisbee, Boys' and Girl's Volleyball, White Pine Book Club and Yearbook.

*A student is responsible for all work missed when participating in any school sponsored activity which requires that they miss a class. Find a buddy, find out what you have missed and do your homework before the next class. Communicate with your teacher prior to your absence.*

### GUIDANCE SERVICES

Do you have a question or a problem? - Come to Guidance Services and speak to a counsellor.

Guidance Services is open and counsellors are available to speak with students, former students, parents and other members of the community from **8:45 a.m. – 4:30 p.m.**

The basic aim of Guidance Services is to assist students with personal, education and career decisions which may include selecting a program, planning their future, dealing with personal or family difficulties, acquiring better study skills and developing job search techniques.

Appointments can be made through the secretary in Guidance Services (Sandy Nikolovski) by phoning 905-780-7858. Parents are also invited to contact counsellors through the secretary and arrange interviews.

### LIBRARY SERVICES AND POLICIES

Students of Richmond Green Secondary School are regular users of the Richmond Green Library which is a branch of the Richmond Hill Public Library. As such, students are subject to the same privileges and responsibilities as other public library patrons.

Richmond Green Library opens for students a half an hour before school begins except in July and August. Library's hour of operation is posted on the library's website at [www.rhpl.richmondhill.on.ca](http://www.rhpl.richmondhill.on.ca) or in the library.

Students may request for individualized assistance from the library on:

- How to search the library catalogue and online databases
- How to evaluate online resources
- Information search strategies for your school assignment
- How to create footnotes and bibliographies for your research work

Please visit us in the library to find out how to book your assignment consultation session with a librarian.

### EXPECTED STUDENT BEHAVIOUR IN THE LIBRARY

- Library Work and study quietly;
- Bring your card to check out books and use the computers;
- Keep the library clean;
- Ask for help when needed;
- Pay library fines and reimburse the library for any damaged or lost items;
- Follow both the School Board's Student Code of Behavior, and the library's Patron Rules of Conduct.

### UNEXCEPTABLE STUDENT BEHAVIOURS IN THE LIBRARY

- Bring food or beverages into the library during school hours;
- Play cards, board games;
- Let others use your student card to borrow library materials;
- Forget to return loaned library materials when due;
- Damage library property and materials.

### PATRON IDENTIFICATION

When registering to become a member of the Richmond Hill Public Library the following information is required:

- Name
- Address
- Phone number
- A signed waiver form for the library

Verification required of a new patron's personal identification and address:

<u>Students</u> (13 - 17 years of age)	<u>Adults</u> (18 - 65+ years of age)
<ul style="list-style-type: none"><li>• Government issued ID</li><li>• Student identification card or student report card</li><li>• Magazine Subscription</li><li>• Pay stub or direct deposit stub</li><li>• Monthly bank statement, life insurance statement, or Registered Education Savings Plan statement</li></ul>	<ul style="list-style-type: none"><li>• Government issued ID</li><li>• Staff identification</li><li>• Utility bill, personal cheque</li><li>• Pay stub or direct deposit stub</li><li>• Monthly bank statement, life insurance statement, or Registered Retirement Savings Plan statement</li></ul>

A Ministry of Health Card is **not** an acceptable form of identification for purpose of obtaining a Richmond Hill Public Library Card. Under the Health Cards and Numbers Control Act, 1991, no person, business or organization may make you show your Health Card to get goods or non-health services.

### BORROWING PRIVILEGES

Borrowers are responsible for all materials borrowed on their card. Patrons must have their library cards or a piece of photo ID in order to check out library materials.

Please report lost or stolen cards immediately; patrons are responsible for everything borrowed on their library cards until the cards are reported lost or stolen. A new card will be issued for \$2.00; damaged or worn out cards will be replaced free of charge.

A patron's library card expires annually. At the time of renew, the patron's name, address, and telephone numbers are verified. All outstanding monies owing to the library must be paid in full before the patron's library card can be renewed.

Loan Periods:

- Most library materials 21 days
- Seasonal books 14 days
- Videos/DVDs: theatrical 3 days; non-fiction and children theatrical 7 days
- Bestseller Book Express - 7 days

**RENEWALS:**

All library material may be renewed 2 times with the exception of:

- Items with holds
- Theatrical videos and DVDs
- Special collection material
- Best Seller Book Express material

**HOLDS ON MATERIAL:**

Holds can be placed on library material which is signed out or on order

- To place a hold, click on the PLACE HOLD LINK and enter your user ID (library card number) and your PIN number in the on-line catalogue, or contact a library staff
- When the on hold item is available, patrons are notified by the Library's automated telephone notification system
- Holds must be picked up within 5 days
- Members of the same household may pick up each other's holds provided that the individual has not specified otherwise. Proof of address is required at time of pick up.

**FINES:**

Material Type	Loan Period	# of Renewals	Fine/Item/Day	Max. Fine/Item	Max. Total Fine*
Adult Materials	3 Weeks	2	\$0.30	\$6.00	\$25.00
Children's Materials	3 Weeks	2	\$0.25	\$6.00	\$25.00
Book Express	7 Days	0	\$1.00	\$10.00	\$30.00
Theatrical DVDs/Videos	3 Days	0	\$2.00	\$10.00	\$30.00
Non-Fiction DVDs/Videos/Children's DVDs/Videos	7 Days	2	\$2.00	\$10.00	\$30.00
CD-ROMs	3 Weeks	2	\$1.00	\$10.00	\$30.00

\*Maximum Fine to be paid to clear **all** outstanding maximum fines at one time.

Fines will be accrued for any overdue materials borrowed from any RHPL branch. A patron's borrowing privilege will be suspended when library fine reaches \$20.00 or more.

**DAMAGED/LOST LIBRARY MATERIAL:**

Patrons are responsible for the full replacement cost of the damaged or lost material including \$5.50 non-refundable processing fee. Library cannot accept substitute copies of the damaged or lost item in lieu of those charges.

The Library and the School will contact parents regarding students' lost or stolen materials.

**USE OF INTERNET**

Responsible, ethical use of the Internet and its resources is required of all users.

Staff reserves the right to limit time on the Internet as necessary to allow access to all users.

Consequences for inappropriate use of the Internet may be loss of library privileges.

The library 's User Agreement will appear on the opening screen of each Internet session, and the User will indicate understanding and compliance to the Library's Public Internet Use Policy and the User Agreement, which is part of the Policy, by clicking a button marked "I Agree."

## **RULES OF CONDUCT**

Loss of library privileges or school consequences (including suspension by RGSS administration) may result for inappropriate use of library materials and resources, for unacceptable behavior or any behavior contrary to the school code of behavior, the RHPL Rules of Conduct (posted in the library) or the Safe and Supportive School Policy.

Parents and students are encouraged to review the library's full circulation and internet acceptable use policies at [www.rhpl.richmondhill.on.ca/GeneralInformation/](http://www.rhpl.richmondhill.on.ca/GeneralInformation/)

## **MUSIC**

Richmond Green Secondary School's Music Department plays host to many events and activities throughout the school year. There are many opportunities for students to get involved and participate, to perform various styles of music in a number of different concert venues. Several music field trips will be included to augment the course and enhance students' experiential education.

**The Music Council** is a core group of elected Music Students who play an integral role in helping run activities in the Music Department. They promote a variety of musical activities as well as raise school spirit through planning some "just plain fun" events. Come on out and get involved.

## **SPORTS - EXTRA CURRICULAR**

Richmond Green's Extra-Curricular Sports Program provides students with the opportunity to compete at a very high and intense level of competition with other secondary schools within the Region. It is our school's policy to encourage Richmond Green students and staff to get involved in the program and begin a tradition of excellence in sports. **Failure to maintain good academic standing or failure to be a good citizen in the school may result in removal from a team for a period of time or the season. A restorative model of discipline will be used to deal with such situations.**

## **SPORTS - INTRAMURAL**

The Athletic Association organizes a number of intramural competitions. For more information contact the *Physical Education* Office. P.A. announcements and posters will inform you of dates and times of events. Intramural activities will take place during the lunch hour.

## **HOW TO BE A GOOD SPECTATOR**

- *Student Card is required;*
- *Respect decisions made by contest officials;*
- *Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs;*
- *Respect fans, coaches and participants.*

## **STUDENTS' COUNCIL**

The Student Council is made up of students who are duly elected by you, the students of Richmond Green Secondary School. The Council is composed of: a President, Vice-President, Secretary, Junior and Senior Treasurer, Event Coordinator, Social Convenor, three Publicity Coordinators and an elected grade representative for each grade. Their role on Council is to represent and serve the students by organizing events that inform, educate, entertain, and thereby enrich the Richmond Green experience. The Council organizes school dances, fund-raising activities, "Spirit" events, leadership conferences and assemblies. The Council will through its fund-raising activities, make charitable donations to a number of organizations that the board, staff, students and community support.

Each student is asked to purchase a student card to assist in supporting these worthy events and programs at Richmond Green. **Participation in sports, clubs, dances, and many other events REQUIRES A STUDENT CARD as does eligibility for a transit pass.** The council then distributes funds from student card sales to school clubs and teams.

## STUDENT ACHIEVEMENT AWARDS AND CERTIFICATES

At Richmond Green we strive for excellence in academics and recognize student achievement in all pathways.

Each year Richmond Green S.S. provides its students with numerous award opportunities. The Richmond Green Staff to determine the recipients of the awards.

**The Alex Ng Memorial Award** - Presented to a student who demonstrates a positive attitude, determination and perseverance.

**Ann Gold Community Spirit Scholarship Program** – Presented by the Town of Richmond Hill to a student who also resides in Richmond Hill and has exemplary volunteerism in the community.

**Aramark School Spirit** - This award recognizes participation in extracurricular activities including sports teams and/or clubs and demonstrates school spirit.

**Arts Proficiency Certificate** - Award winner has successfully completed five or more visual arts courses.

**Bryon Wilfert Student Citizenship Award** - Bryon Wilfert Student Citizenship Award is presented to five students who have demonstrated academic success and contributions to the school community.

**Business Certificate** - This certificate is available to all students who have successfully completed five Business Studies credits. This certificate demonstrates that a student has interest, aptitude and training in specialized skills.

**Citizenship Award** - Awarded to a student who is considered a friend to all, an advocate, who has excellent attendance, demonstrates perseverance, and who has good academic standing.

**The Claude Vance Wright Award** - Student has demonstrated a considerable improvement in academics, attitude and involvement in the school community.

**Cosmo Music Achievement Award** - Presented to a student who displays exceptional dedication in music.

**Director's Achievement Award** - Student has made significant contributions to the well-being of the school community and has shown exceptional character.

**Good Citizenship Award** - Awarded to a student who is considered a friend to all, an advocate, has excellent attendance, demonstrates perseverance, and has good academic standing.

**The Governor General's Academic Award** - Presented to the student who achieves the highest academic standing during their grade 11 and grade 12 years.

**Humanitarian Award** - Presented to a student who shows respect and fairness for all, appreciates the cultural mosaic of the Richmond Green community, has good interpersonal skills, offers help and support to others and shows concern and responsibility for the environment. Award winners are nominated by their peers.

**Lieutenant Governor's Volunteer Award** – Presented to a student who has done exemplary community volunteerism beyond their required hours.

**N. Roy Clifton Bursary Award** - Awarded to a student who is continuing at a recognized post-secondary institution with studies in the performance, written, or visual arts. The student demonstrates achievement and promise in at least one field of the arts.

**Ontario Principals' Council for Student Leadership** - Awarded to a graduating student who has shown outstanding leadership over their time at Richmond Green Secondary School by contributing both inside and outside of the school community, selected by the principal.

**OSSTF District 16 Award** - This award is given to a student who will be attending college, demonstrates strong and consistent learning skills and an overall excellent work ethic.

**Outstanding Student Awards** - Presented to two students who demonstrate overall academic achievement, good character and have been involved in the school community.

**Principal's Award** - Presented to select students who are deserving of special recognition for their contributions to school life, demonstration of good character, offer extraordinary leadership within the school and community and strives for excellence in all that they do. This student is a role model and exemplifies all that Richmond Green strives to be.

**Richmond Green Honour Roll Award** - Presented to students who have achieved an 80% or higher average in a semester.

**Richmond Hill Rotary Club** - Awarded to a student who has consistently shown a positive attitude and has raised awareness about an important issue within the school or community.

**School Council Award** - Awarded to one male and female graduate, who have a positive attitude towards school and life, have a good work ethic, consistent academic average and has contributed to the school community.

**The School Culture Award** - The School Culture award is given to select students who are deserving of special recognition for their contributions to the overall school culture and life at Richmond Green.

**Social Justice Certificate** – This award is presented to students who successfully complete seven designated social justice courses and 80 hours of community service. Students will also have participated in extra-curricular clubs which promote a positive school culture.

**Specialist High Skills Major Award** - This award recognizes students from all destinations who have shown passion and dedication to their chosen career destination while demonstrating attainment of the essential skills through the Specialist High Skills Major Program.

**Student Trustee Award for Character** - Presented to a student who exemplifies the character values of the York Region District School Board and who is a role model to his or her peers.

**Subject Awards** - Awarded to students in each subject area who have achieved the highest academic achievement in each course. Award winners are nominated by each department.

**Valedictorian Award** - Presented to a student who has achieved academic excellence, involvement in extracurricular activities, respectable character attributes (integrity, courage, optimism) and is a good representative of the student population. The award winner is selected by their peers.

**The YRDSB Ontario Youth Apprenticeship (OYAP) Scholarship Fund** - Outstanding achievement by a graduating student who is pursuing a career in a skilled trade as a Registered Apprentice.