



Riverside Secondary School

STUDENT GUIDEBOOK 2021-2022

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School Address & Office Contacts

Address:

2215 Reeve St
Port Coquitlam
V3C 6K8

Office/Clerical:

Head Secretary: Ms. Brisbin
Ms. Berg
Ms. Corcoran
Ms. Gregory
Ms. Lim
Ms. Lyons

Counselling Team

Ms. Chittenden (D-L)
Ms. Johal (A-B & S-Z)
Ms. Luddu (C & M-R)

Administration

Principal: Mr. J. Bruneau
Vice-Principal: Mr. JJ Hyde (N-Z)
Vice-Principal: Mr. J. Giles (H-M)
Vice-Principal: Ms. S. McKay (A-G)

Email/Website/Social Media

Email: riverside@sd43.bc.ca
Website: www.sd43.bc.ca/school/riverside
Instagram: [@rapidevent](https://www.instagram.com/rapidevent)
Twitter: [@rside43](https://twitter.com/rside43)

MySchoolDay App

- Download via the Apple App Store or Google Play Store
- Search for Coquitlam, then Riverside
- Install, and enable **Notifications**.



Who to contact?

Questions about Registration

- New students moving into our catchment area from outside Tri-Cities – please email us at riverside@sd43.bc.ca. Applications to our waiting list
- New students hoping to transfer from another SD43 school – please contact your previous Principal to discuss your plans.
- International students – if you have been assigned to Riverside and have received the welcome letter, please contact Ms. Corcoran, our records secretary. lcocoran@sd43.bc.ca

Questions about your Timetable

- Email your counsellor. They will be receiving many emails, so please understand it takes time to respond.

Questions about Student Services

- Please email your counsellor or case manager (if known).

General Information

Drop-Off and Pick-Up:

- If you choose to drive your child to school or pick them up, please follow our traffic rules carefully:
 - Drop them off at least 100 meters away from the school, and encourage them to walk the last bit. This will help you avoid creating a traffic jam at the front entrance and along Reeve.
 - Drive slowly and yield to pedestrians.
 - Only stop on the RIGHT side of the main entrance drop-off. When the drop off area is full, please do not block the area: choose a different spot for meeting your child and text them or park and walk in.
 - Consider meeting your child in the north or south parking lots, which are much easier to use.
 - Be careful using the new traffic circle on Welcher and Reeve – yield to cars already in the roundabout.

Student Parking

- Students using the student parking lot must register their vehicles at the office and display a valid school sticker. Student parking is available at the north end of the school property, adjacent to Gates Park. Students are expected to drive responsibly and park in designated areas only. Students are responsible for their own cars including safely operation. Parking is not permitted in the drop-off area, the fire lane or the driving lanes. The front and south lots are for staff parking only. Cars parked improperly may be towed.

School Code of Conduct

- The Code of Conduct is contained in a separate document. It can be found on our website, or via the MySchoolDay app.

Office 365

- All students are provided an Office 365 email account, with a school email to be used for all things Riverside. All email addresses start with 132-@sd43.bc.ca. This account is needed to log into Microsoft Teams.

MyEd portal

- MyEd is our online system for students & parents to track their timetable, report cards. A login password will be provided to students at the beginning of the year.

Attendance

- Regular attendance is an attribute of academic success. Parents are asked to contact the school by telephone (604 941-6053) if students are expected to be absent. Or click on the `Absence Report` button on the school website (<http://www.sd43.bc.ca/secondary/riverside/Pages/default.aspx>). Leaving school during the school day is strongly discouraged for safety reasons and the continuity of a positive learning environment.

Communication to Parents & Students

- We have multiple ways in which we communicate with parents: School newsletters, school wide e-mails, our website, and the NEW Riverside App “MySchool Day”, (free download from the App Store or Google Play) The App highlights student achievement, special events, and activities periodically. You can also follow us on *Twitter* @rside43 or on *Instagram* @rapidevent

Two-Way Communication

- Our staff relies primarily on email as the means to connect, as well as our phone system. Staff email addresses can be found on our website.
- Protocols for communication are described later in this guidebook.

Early Dismissal Requests

- Notes and/or parent permission are required for students to be dismissed before the usual dismissal time. Students must check out through the office whenever they leave the building before their daily schedule has been completed – there is a sign out sheet, and the receptionist will assist with contacting a parent/guardian if necessary.

Hanging Out

- Students may gather with friends almost anywhere around the outside of the school except in student vehicles, the student and staff parking lots, the far side of Reeve Street and adjoining lanes, or in front of the townhouses on the side streets across from the school. It is important that we respect the privacy of our neighbours

Smoking/Vaping

- In keeping with School District Policy, smoking is not permitted inside the school or anywhere on the school grounds, including electronic cigarettes or vaporizers. Possession of these restricted substances is prohibited at school. Out of respect for our neighbours and visitors to the school, smoking is not permitted on either side of Reeve Street, in front of the school.

Visitors

- Occasionally friends from outside the local area may be visiting. Students wishing to bring a friend to school are asked to make a request through an administrator at least one day in advance of the visit. If the administrator approves, students must then check with the teachers whose classes the guest will be visiting, to ensure the time is appropriate. Any person not in attendance at our school must check into the building at our reception desk.

Litter

- At Riverside Secondary we take pride in our environment. We ask students to put all garbage in the proper waste containers, not only at school, but while walking to and from school, as well. We have implemented the district recycling program that includes organics, mixed recycling and refundables, we encourage all staff and students to make good choices with respect to garbage.

Academic Honesty

- At Riverside, we hold students accountable for developing good work habits and guide students from cheating and plagiarism to honesty and integrity. Students committing acts of plagiarism, cheating or similar acts of academic dishonesty will be subject to penalty. Consequences may include loss of honour roll / honour cord standing, suspension or other administrative action.

Withdrawing from Courses

- In exceptional circumstances, a grade 12 student may wish to drop a course. Course drops will be processed in consultation with parent, counsellor and administrator. Please note that dropping below 8 courses (excluding CLC) will make a student ineligible for Honour Roll and Gold Cord (Commencement). It is the students' responsibility to make sure that dropping a course will not affect post-secondary requirements.

Quiet Voices in the Hallways

- We ask students who choose to socialize during a spare block to do so quietly in the cafeteria. We expect that classes in session will not be disturbed by noise from the hallways. The library, when space permits, is available throughout the day for study purposes.

Student Dress Code

Riverside Secondary recognizes and encourages individuality among its student population. The dress code is not designed to stifle personal expression but is intended instead to be used as a guideline for students. The dress code is still quite flexible so it is very possible to make an expression through clothing while still maintaining appropriate school attire.

General:

No symbols, pictures, phrases, or logos, which promote substance abuse, racism, sexism, profanity, or simply bear obviously offensive material are allowed. (Note: this is not limited to clothing and is applicable to accessories or tattoos.)

Hats:

Hats allowed in common areas of the school (excluding library) and in the classroom with teacher discretion.

Bottoms (pants, skirts, shorts):

- pants, skirts, shorts that are worn should reflect the professional learning environment in classrooms and that the school is a public institution. The following are inappropriate for a school setting:
- low-riding/low waist bottoms (pants, skirts, shorts)
- exposure of undergarments
- skirts and shorts that are excessively short (if your arms are by your side, they should not be shorter than the tips of your fingers)

Note: spandex shorts worn for school sports (i.e. volleyball) are permitted depending on the sense of occasion (e.g. practices, games, PE classes). However, they should not be worn during regular classes, with the exception of PE classes.

Tops: (shirts, halters, tube, etc)

- shirts and tops that are worn should reflect the professional learning environment in classrooms and that the school is a public institution.
- The following are inappropriate for a school setting:
 - tops that expose excessive bare midriff
 - tops that are lower than the start of cleavage line
 - tops that expose the navel area
 - tops that are sheer enough to see through
 - tops with any explicit phrases, symbols as mentioned in the section above

N.B. Special events such as Halloween or School Dances are not exceptions to the guiding principles laid out in the preceding paragraphs. These expectations are in effect for all school functions.

Lockers

In typical years, lockers are optional for student use this year. If you wish to have a locker, please let your Stream teacher know during the first day of school, and you will be assigned one. There is already a lock attached so you will not need to purchase a lock.

In case of COVID-19 protocols requiring an adjusted locker system, we will publicize a plan in the welcome back to school web posts and emails. Please check there for the latest updates.

Students with PE class on their timetable will need to bring their own lock for temporary use in the changing rooms DURING their PE class, in order to protect their clothing. Valuables such as a laptop should be left in their hallway locker rather than the changing room locker.

Conditions for use of a locker:

1. Students are responsible for the lock and locker that is assigned to them and it is not to be used by any other person.
2. Only approved school locks may be used on student lockers and the combination of the lock must be registered at the school.
3. The lock and the locker belong to the school. A search by school officials of a student under their authority or a search of student property may be undertaken if the school has reasonable grounds to believe a school rule has been or will be violated, and that the evidence of that violation will be found in the location or on the person of the student being searched. Students know that their teachers and other school authorities are responsible for providing a safe learning environment and maintaining order and discipline at school. As a result, they must know that, where reasonable grounds exist, this may require searches of students, their lockers and their personal effects and the seizure of prohibited items.
4. The locker may only be used for the storage of books, school supplies and equipment, outerwear, school sports equipment and lunches. No illegal substances, weapons or other prohibited or offensive material are to be placed in school lockers.
5. The locker is to be kept clean and foodstuffs are to be removed on a regular basis. Students are responsible for cleaning and removing all materials from the locker at the end of the year or when they leave the school.
6. Permission to use the locker may be terminated where a student does not comply with the conditions of use, school policies or rules.
7. It is the responsibility of all members of the school community to keep our schools safe. If any student has reason to believe that a locker contains anything that would threaten the safety of other students, staff, or any other person, that student is expected to immediately report the information to a teacher or administrator. The name of the student making the report will be kept confidential.
8. In the past a number of items have gone missing from the change rooms. Locks need to be purchased or rented from the P.E. Staff. Students are advised not to bring valuables to the PE change rooms.

Assistance for Students

Counselling Services

Counselling at Riverside is designed to assist students in making positive educational and personal choices.

Students are assigned alphabetically to a counsellor for programming purposes, but students may see any counsellor they wish to discuss personal concerns. Students who wish to see a counsellor should contact their counsellor by e-mail to set up a mutually convenient appointment.

Career Resource Center

Information for students on careers and post-secondary educational programs is provided in the Career Resource Center. Calendars from all British Columbia post-secondary institutions plus information from the major institutions across Canada and the western U.S.A. are available for student use. Opportunities for career exploration and career counselling are available as well. Our Career Centre is located in the counselling area.

Peer Tutors

One-on-one help in academic courses is available for all students from trained Peer Tutors. See your counsellor for further information.

Library Learning Commons

A center for students to study; collaborate; and best of all explore their inquiries and innovations in our **Makerspace**. It is also our fully-functional library.

Reporting And Grading

Cumulative Assessment, Evaluation and Reporting

Riverside uses continuous daily assessment that accurately reflects the grade/standing of a student at any given time. Final grades will be determined from the total of **cumulative** marks rather than the average of the terms. Students should see specific Course Previews for further details.

The “I” Report

The "I" report is used to alert parents when students, for a variety of reasons, are not demonstrating minimally acceptable performance in relation to the expected learning outcomes. An “I” report may be given any time during the school year and is issued before a final mark of 49% or lower is assigned. Any overdue assignments or tests listed in the “I” report must be completed by the due date specified.

Students are required to catch up as the semester progresses rather than leave it to the last few days of a reporting period. Re-tests must be written by teacher-designated deadlines. Students who receive an “I” report will be supported through the Study Center

Report Cards

We report three times for each course: Interim, Mid-Term, and Final. Dates are posted on our website calendar for Semester 1, 2, and Full-Year courses, along with Parent/Teacher conference sessions.

Computer Report Card Symbols

GRADE	GRADE POINT VALUE	DESCRIPTION	% REPRESENTED
A	4.00	Excellent / Outstanding	86 - 100%
B	3.00	Very Good	73 - 85%
C+	2.50	Good	67 - 72%
C	2.00	Satisfactory	60 - 66%
C-	1.00	Minimally Acceptable	50 - 59%
F	0	Failure	0 - 49%

Student Award Opportunities

Honour Roll

Honour Roll: 73.0% average school mark, based on final Riverside courses only (full for all courses over the school year).

Note: Ineligible courses include Online classes and External Credit Classes. Must be registered in at least 4 Riverside courses per semester to achieve Honour Roll status. Students earning a final grade of 49% or less in any one class are disqualified from Honour Roll standing. Honour roll calculations for Semester 2 classes may be done differently if we are required to use the Quarterly system. The school reserves the right to adjust the timing of the calculation accordingly.

Honour Roll with Distinction: Eligible for honour roll, **plus** 86.0% or better average.

Honour Roll with Great Distinction: Eligible for honour roll with distinction, **plus** 90% or better in all courses.

Grade 12 Gold Cord

*NOTE: Our Gold Cord criteria will be changing starting in the 2023/2024 school year.
The old system will still be in effect until June, 2023.*

Gold Cord system for Grad classes **G22, G23:**

Gold Cords will be awarded to students who have been Honour Roll recipients in their grade 10, 11 & 12 years. Grade 12 Honour roll is calculated on final first semester marks and marks from the April report card. The Gold Cords are worn at the Commencement Ceremony. **If the date of Commencement is late enough in the year, gold cords will be awarded on the basis of final marks.*

Gold Cord system for Grad classes **G24, G25:**

Gold Cords will be awarded to students who have been Honour Roll with Distinction recipients in their grade 11 & 12 years. Grade 12 Honour roll is calculated on final first semester marks and marks from the April report card. The Gold Cords are worn at the Commencement Ceremony. **If the date of Commencement is late enough in the year, gold cords will be awarded on the basis of final marks.*

Service Awards

These awards are presented to those students who have contributed more than 20 hours of voluntary service to Riverside (as determined by staff sponsors and noted on service records) during the school year. Service as a result of membership in a class or club (i.e. Yearbook, Leadership, etc.) or service that is remunerated (i.e. by payment or by being excused from class), or service outside of Riverside (i.e. hospital volunteer, etc.) is not considered for this award. Recreational clubs do not generate service hours, whereas 'service' clubs can.

Citizenship Awards

Students who have combined significant hours of voluntary service (as described under "Service Awards") with qualities of leadership, initiative, and a positive attitude are eligible for this award. Students receive either a service or citizenship award, not both.

Academic Awards

Subject awards are given to students who have demonstrated excellence in a subject area along with superior attitude and effort.

Departmental Top Student Award

Students who have excelled in a number of senior courses in a Department are considered for this award. Teachers in each Department choose this award.

Top Academic Student Award

This award is given to the student in each grade who has achieved the highest average mark for all their courses.

Student of the Year

This award is presented to the student in each grade who has demonstrated outstanding achievement and ability in the areas of: academics, service, citizenship, and extra-curricular involvement.

Graduation 2022

Commencement

Students at Riverside will be eligible to take part in the Commencement Ceremony if:

- they are taking a course load that leads to completion of graduation requirements in their grade 12 year;
- they are passing all the courses needed to graduate, according to the provincial website:
<https://www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation#dogwood>

Riverside administration and counsellors will monitor all grade 12 student marks and achievement following the April report card before publishing a list of eligible graduates.

Dinner Dance and AfterGrad:

The Graduation Dinner Dance and the Riverside After-Grad event are school functions. Guests must undergo a school based interview process in order to be approved. The school reserves the right to refuse entrance. School aged guests must be senior students (grade 11 and 12) in good standing in their schools. Guests cannot have graduated before the previous year and must be younger than 19 years on the date of the event. All guests must have their request approved by the appropriate Vice-Principal.

Valedictorian and Salutatorian

Each curricular department may recommend one or more students for the position of valedictorian. There is no limit to the number of nominations put forward by staff. Students interested in becoming the valedictorian may also ask a teacher to put their name forward.

The following criteria must be met by any student nominated for the position of valedictorian:

- must be an honour roll student in a position to graduate in June
- is respected by, and is respectful of, peers and staff
- is involved at Riverside Secondary in one or more activities, outside the classroom
- is a positive role model able to deliver an appropriate valedictorian speech, on behalf of all grade 12 students.

A committee of two teachers, the counseling department and one administrator will ensure all students meet the above criteria. *An Administrator will then meet with all nominated candidates, and review with them the responsibilities of a valedictorian and the process for the valedictorian election. At this time students must decide if they wish to continue.*

At least eight weeks before graduation the nominees will prepare a brief speech to be presented to the student body. Each nominee, individually, will present his or her speech to the committee. If a student's speech is inappropriate the student will be eliminated.

The remaining nominees will present their speech to the rest of the Grade 12's, preferably in a group setting pandemic conditions allow. *The student with the most votes will be the valedictorian and the student with the next highest number of votes will be the salutatorian at the Commencement Ceremony.*

The elected valedictorian and salutatorian will work with a sponsor teacher to develop the valedictory and salutatory addresses, using the following guidelines:

- is written using appropriate language
- represents all grade 12 students, honouring their successes over the past thirteen years and especially the past year
- may provide a historical perspective
- addresses the future
- may include reference to peers, staff and family
- Uses respectful dialogue and appropriate themes