



ÉCOLE RIVERSIDE SECONDARY

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Principal: Mr. Jon Bruneau Vice Principals: Mrs. L. Buteau, Mr. J.J. Hyde, Mr. J. Giles
Access our Web page at www.sd43.bc.ca/secondary/riverside

A Message from the Principal

MISSION STATEMENT

Our mission is to provide exemplary programs that challenge and inspire all learners to become reflective, caring and responsible citizens. We are committed to fostering a safe school community in which diversity is respected, and learners are encouraged to achieve their full potential.

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IMPORTANT DATES

- August 28th – 29th**
EAL/International Orientation (Tour) 10:00 a.m. & Assessment 10:30 a.m.
- August 29th**
Grade 9 Preview Day – 9:00 a.m.-11:15 a.m.
- September 3rd**
School Opens
Grade 9 - Advisory (Digital Boot-Camp) 9:15 a.m.- 11:45 a.m.
Grade 10/11/12 – Advisory 1:00 p.m. – 1:45 p.m.
- September 4th**
Regular Classes with Advisory
All Music Students – First Class 8:00 a.m./Choir Room
Music Department Orientation 7:00 p.m./Choir Room
- September 5th**
Regular Classes with Advisory
- September 6th**
Regular Classes with Advisory Schedule
Gr. 9 Pancake Breakfast – 8:15-8:55 a.m.
School Photos/Gym C
- September 10th**
Grade 12 - After-Grad Meeting - 7:00 p.m. (Library)
- September 11th**
EAL/International Student Orientation- 3:05 (Cafeteria)
- September 12th**
Grade 10-12 Shortened Day Schedule (2:35 Dismissal)
Gr. 9 - Student Advisory Interviews - 2:35 - 3:15 p.m.
- September 18th**
PAC Meeting – 7:00 p.m. (Library)
- September 20th**
Professional Development Day (District)
- September 26th**
Terry Fox Run- Extended Advisory Schedule

Welcome to the 2019-2020 school year!

On behalf of the staff at Riverside Secondary School, I would like to welcome all of our families to the 2019/2020 school year and issue a special welcome to families entering Riverside for the first time. We hope you will enjoy your time with us and encourage you to visit the school and get to know us. If we can be of assistance at any time, please feel free to call or email us and we'll be very pleased to help. Please also check out our school website at www.sd43.bc.ca/secondary/riverside; it's a great source of information about our school, and it is also where we publish the most up-to-date event information.

Welcome to our newest staff member Ms. Karen Leonard, teacher-librarian adding to our team in the Learning Commons on Wednesdays and Thursdays.

I would like to encourage all parents to consider attending Parent Advisory Council (PAC) meetings. It's a great way to connect with the school. We hope to see you at the first meeting on September 18th at 7 p.m. in the school library. Also, our After-Grad Committee will have a first meeting in September in the library, September 10th at 7 p.m. in the library and your input and help is warmly welcomed. Both groups meet in the school library. Parent involvement at the secondary level is as important as ever and we encourage all parents to participate in these opportunities.

I look forward to meeting our new Grade 9's at the Preview Day on Thursday, August 29th at 9:00 a.m. I am hopeful that all Grade 9 students will be able to attend this event where they will get a chance to find their locker, receive their timetables and go to their first semester classrooms. This is a great way for incoming students to get to know a bit about their school in a relaxed and informal setting before the first formal day of classes. Students who are unable to attend this day will receive their schedules on Tuesday, September 3rd.

In this newsletter, we have included a number of important notices that provide details about the school year start-up and opening week procedures. Please take some time to go through the information together with your child. Timetables for students will be distributed on the first day of classes (Tuesday, September 3rd), while Grade 9's receive them the week before at the Orientation.

Finally, I hope you enjoy the rest of your summer, and I look forward to seeing you at the many school events throughout the year. Please feel free to call, e-mail or drop by with any questions, ideas or concerns.

Jon Bruneau, Principal
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Mr. Jason Giles
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Mr. J.J. Hyde
jhyde@sd43.bc.ca

SCHOOL OPENING INFORMATION

STUDENT TIMETABLES WILL BE ISSUED IN ADVISORY ON SEPTEMBER 3rd.

We ask that student fees (see below) be paid on September 4th but no later than September 13th.

- Aug. 27th to 30th Counsellors return for new registrations only.

- August 28th & 29th EAL/International Assessments & Tour : Tour – 10:00 a.m. & Assessments 10:30 a.m. . Students may schedule an appointment with their counsellor on Thursday, Aug. 29th or Friday, Aug. 30th to confirm their timetables.

- August 29th Grade 9 Preview Orientation Program – 9:00 a.m. – 11:15 a.m. approx.

- September 4th – 5th Request for course changes for Grade 9 students and new students only.
 Sept 4th – 2:00 p.m. to 5:00 p.m. Sept 5th – 8:00 a.m. to 5:00 p.m.

**Please note there will be no course changes for Grade 10 – 12 students.
 Course changes were completed for these students in June.**

FIRST DAY SCHEDULE – SEPT 3rd Tuesday

Grade 9
 9:15 – 9:30 Advisory
 9:30-11:45 Digital Boot Camp (Gym)

Grade 10, 11, and 12 students
 1:00- 1:45 Advisory

SECOND DAY SCHEDULE – SEPT 4th Wednesday

MUSIC STUDENTS:

All Band and Choir students, grades 9 – 12 are required to attend Period 1 on the first day of classes: Wednesday, September 4th, 2019

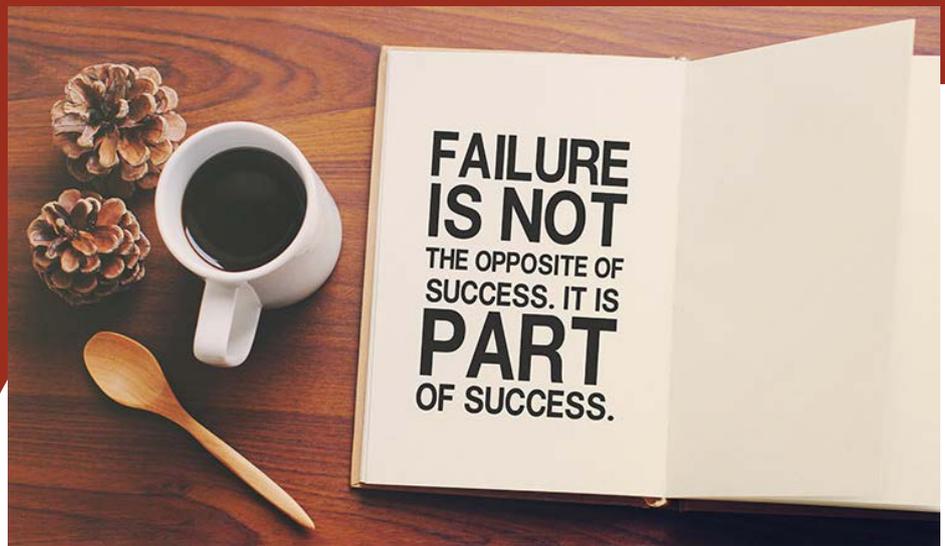
Period 1 7:37-8:55
 Advisory..... 9:00-9:20
 Period 2..... 9:25-10:35
 Period 3..... 10:40-11:50
 Lunch 11:50-12:30
 Period 4..... 12:35-1:45
 Period 5..... 1:50-3:00

THIRD DAY SCHEDULE – SEPT 5th Thursday

Period 1..... 7:37-8:55
 Advisory 9:00-9:20
 Period 2..... 9:25-10:35
 Period 3..... 10:40-11:50
 Lunch 11:50-12:30
 Period 4..... 12:35-1:45
 Period 5..... 1:50-3:00

FOURTH DAY SCHEDULE – SEPT 6th Friday

Photo Day
 Grade 9 Pancake Breakfast..... 8:15-8:55
 Period 1..... 7:37-8:55
 Advisory 9:00-9:20
 Period 2..... 9:25-10:35
 Period 3..... 10:40-11:50
 Lunch 11:50-12:30
 Period 4..... 12:35-1:45
 Period 5..... 1:50-3:00



“Cultivating Resilience in Teens and Children”

Parent Night at **Riverside Secondary**

- ◆ **Keynote Speaker: Colleen Drobot**
- ◆ **October 9th/2019**
- ◆ **6:00—800 PM**
- ◆ **2215 Reeve Street, Pt. Coquitlam**
- ◆ **Breakout sessions topics: Fostering resiliency in our children for success. Transitioning to post-secondary (requirements) and beyond.**

NEW REGISTRATIONS

Counsellors will be available for new registrations only during August 27th – August 30th.

New students can call any time during the summer to make an appointment. When registering a new student, parents are asked to bring all available school records including the latest report card. Proof of present address, birth certificate and immigration papers are required.

PROVINCIAL EXAMS – Important Updates for 2019/20!

The Ministry of Education has made several changes to the exam process for the next school year (2019/2020). Graduation requirements state that students must complete the Numeracy and Literacy assessment exams. Riverside students will complete these exams in their Grade 10 year. Any student (regardless of grade level) who has not completed these exams will be ineligible to graduate. Exam writing periods will be in November, January and April. English 12. Please note that the Communication 12 Exam & FRAL 12 (French Language Arts for Immersion Students) exam will **not** be part of the new graduation requirements at this time.

STUDENT FEES – Due by September 6th, 2019

Uncomfortable sending your child to school with a cheque or cash to pay their student fees? Worried that you never received a receipt for the money you gave your child to pay their fees? Worry no more!

All fees, including yearbook, activity fees, cap and gown, will be collected on-line. To pay, please click on "[fee payment](#)" or visit our web-site and click on the button that says "Online Payments". In three simple steps, you will have created an account and be able to use this account to pay for field trips or other fees that may come up during the school year. The great thing is that once you've created an account, you can use the same account to pay fees for all your children if you have others attending schools in the Coquitlam School District.

Please note that we will no longer be collecting fees during RAP in the first week of school.

If a parent is not able to pay their child's fees on-line, you may come into the office to make payment with our accounting clerk via cash or cheque. If paying by cheque, please make it payable to Riverside Secondary school.

The \$45.00 activity fee is consistent with all secondary schools in this district. This fee covers the cost of locks, guest speakers at the school, special events and activities, as well as some field trips and transportation costs. Please note that the yearbook is an optional cost. Some courses also have optional fees for workbooks. Our school makes bulk purchases so they are at a discount rate from retail.

NOTE: If any family has difficulty with some or all fees payable, contact your child's vice principal and the fees can be delayed, adjusted, or waived. Your child will receive a fee invoice on the first day of school.



Make online payments with
SchoolCashOnline

- ✓ Field trips
- ✓ Sports Events
- ✓ Activity Fees

Register at SchoolCashOnline.com



STUDENT FEES Continued

Here's How To Get Started:

- Follow the link or scan the QR code provided.
- Click on "Get Started Today".



- Create your account:
 - Enter your first and last name; click continue.




ii) Enter your phone #, address, and email address; click continue.

Registration

Step 1 Step 2 Step 3

Phone #

Address Line 1

Address Line 2

City

Country

Province

Postal Code

Email

iii) Choose a password with at least one capital letter and one symbol, choose a security question; click continue.

Registration

Step 1 Step 2 Step 3

Username

Password

Confirm Password

Security Question

Security Answer

I want to receive email notifications for new fees assigned to my student and address or school-related activities.

- Make sure to OPT IN to receive email notifications for new items available for online payment.
- Check your inbox and junk folder for your confirmation email. Make sure to add SchoolCashOnline to your address book.
- After you receive the confirmation email, select the "Click Here" option; sign in and add each of your children to your household account.

Forms of Payment Accepted:

- Credit Card (Visa/Mastercard)
- E-Cheque
- E-Wallet



To Access School Cash Online:

Scan the QR code or follow the link below:



<https://sd43.schoolcashonline.com>

For further inquiries call the School Cash Online Support Line # 1-866-961-1803

YEARBOOKS (OPTIONAL PURCHASE)

The deadline for yearbook orders (paid in full) is **February 7th, 2020**. All school fees must be paid before ordering a yearbook. If payment is not received by **February 7th, 2020**, it will be assumed that you do not wish to purchase a yearbook. **There will be no extra yearbooks available for purchase in June, 2020.**

OPTIONAL WORKBOOK PURCHASE

In some courses, workbooks are used to supplement the traditional textbooks. All students will be provided with a workbook free of charge for the duration of the course, however it is expected that students will return the workbook at the end of the course, undamaged and not written in. Students who choose to write in school-owned books will be charged the full price of the workbook at the end of the course.

Students may wish to purchase their own copy of the workbook so they can write directly in the workbook and keep it at the end of the course. This is completely optional. Students who wish to purchase their own copy of the workbook may do so by purchasing them through our on-line service or our accounting clerk in the office.

SCHOOL PHOTOS – FRIDAY, SEPTEMBER 6th

Photos will be taken from 9:00–11:40 a.m. on Friday, September 6th. All students are required to have their photo taken for GO Cards and the yearbook, even if they are not purchasing a photo package.

SCHOOLING IS A PARTNERSHIP

Riverside Secondary School staff work hard to provide a safe, caring environment. Working as partners we make a powerful impact on the positive learning environment. Please review the following school routines with your son or daughter.

- 1. Harassment, Drugs, Alcohol and Weapons:**
At Riverside Secondary School we have zero tolerance for name-calling, teasing or harassment. We urge students to report such incidents to a trusted administrator or staff member so that we can ensure the inappropriate behaviour stops. Students involved with drugs, alcohol or weapons at school, during school related events, or travelling to or from school will face disciplinary action.
- 2. Smoking:** In accordance with Board Policy, smoking (including the use of E-cigarettes) is not permitted in the school or on school grounds. This includes the sidewalk in front of the school, on both sides of Reeve Street, in the parking lot, and in cars parked in the lots. This also includes the alleyways across from the school. Students are expected to respect the private property of our neighbours. Additionally, due to concerns around the explosion of e-cigarettes/vapes, students are not to be in possession of these devices while at school.
- 3. Litter:** It is the responsibility of everyone in the school to keep our building and grounds clean. Students are expected to put all litter in the proper containers and recycle cans and juice containers. We expect students to follow this practice, while travelling to and from school, as well.
- 4. Parking:** Student parking is restricted to the North Lot near Gates Park. Student vehicles must be registered with the office. There is no charge for student parking. Cars found parked in the Main or South lots risk being towed. We ask that students not loiter in the student parking lot during the day.
- 5. Internet Use:** Passwords are available upon the signed return of the school's Internet Use Policy,
- 6. Cyber-Bullying:** Students who engage in bullying, harassment or other negative behaviours by electronic means either at school or away from the school should be aware that school and district policies will be enforced if these actions impact the environment of our school.

COMMUNICATION WITH TEACHING STAFF, ADMINISTRATION AND COUNSELLORS

Please contact all teaching staff at Riverside by email and administration by email or telephone a voice message system is not available. Counsellors are available by email, telephone and voice message.

ATTENDANCE AND REPORTING STUDENT ABSENCES

Students are expected to attend all classes on time.

- We ask that parents take an active role in assisting us in monitoring student attendance. Please contact the school as soon as possible whenever your son/daughter is going to be late or absent from school.
- If you contact the classroom teacher regarding an absence it is important that you also advise the office or submit an on-line absence report.
- You can report absences any of the following ways by providing your child's name **AND STUDENT NUMBER** and/or time he or she will be absent from school and the reason for the absence.
- Go to our website and click the [Absence Report](#).
- Call 604-941-6053 between 7:30 and 4:00 to speak directly to an office staff member.
- We ask staff to make contact with home regarding repeated lates and absenteeism. Please expect their phone calls.
- We have an auto-dialer system which calls/emails homes daily to verify unexcused absenteeism of all students.
- All students, if leaving early, must check out at the office with parent permission.

WHO DO I CALL IF I AM CONCERNED ABOUT MY CHILD'S ACADEMIC OR SOCIAL PROGRESS?

If you have a concern about a particular class, please contact the teacher of that class. If you have more general concerns about your child's progress, or have concerns about several subject areas, please contact your child's counsellor who can help coordinate contact with teachers and assist with building a plan to help your child be more successful at school. Counselling assignments for the 2019 - 2020 school year will be:

A - Fe	Mr. Gangnes	M - R	Ms. Luddu
Fi - L	T.B.A.	S - Z	Ms. Johal

**Please note that the great majority of our staff rely on email rather than voicemail for communication. If you would like a staff member to contact you by phone, it is usually more efficient to email that staff member and request that they call you at a specific phone number. You can also call the switchboard and the receptionist will email the staff member to request that they call you.

WHO DO I CALL IF I HAVE AN ISSUE TO BE RESOLVED?

If you have a concern about the way an issue has been handled with your child, please contact the teacher involved directly. If you are not satisfied with the outcome of the contact, it is then appropriate to contact the Vice-Principal or the Principal (or the Assistant Superintendent if the issue involved the Principal.) In almost all cases, the problem is resolved after the first contact. Failing a resolution, however, protocol then involves contact with the Superintendent, followed by a member of the Board of School Trustees.

RIVERSIDE NEWSLETTERS

School newsletters will be sent home electronically during the first week of each month. If, for some reason, you don't receive the newsletter via email, please go to our website where our newsletter will be posted every month. If you are aware of a parent who does not have internet access, please let them know that we also do a small run of printed newsletters each month which are available for pick-up by parents or students from our main reception area in the office.

RIVERSIDE WEBSITE

Our website includes a community portal where parents and students have access to a broad range of information such as calendars, our daily bulletin, extracurricular activities and schedules and much more. You can access our web-site at <http://www.sd43.bc.ca/School/riverside/>

RIVERSIDE PARENTS ADVISORY COUNCIL

The Riverside PAC meets once per month, usually on the third Wednesday at 7:00 p.m. in the school library. Our PAC executive and the school administration welcome the involvement of all Riverside parents and encourage you to come to our first meeting on September 18th.

RIVERSIDE PARENTS AFTER-GRAD COMMITTEE

Riverside Secondary prides itself on the after-grad event it provides for its graduating students every June. The Riverside After-grad Committee meets once per month, usually on the second Tuesday at 7:00 pm. in the school library. Our After-grad Committee is traditionally made up of parents from grades nine through twelve and all parents are welcome to join this group. Our first meeting is on Tuesday, September 10th. Please come and join us and find out what we're about!

REPORT CARDS AND PARENT-TEACHER CONFERENCES

Students in linear (full year) courses will receive one interim, and four formal report cards this year.

Students in semester (half-year) courses will receive one interim and two formal reports per semester. Interim reports will include general information on work habits and progress but will not include letter grades. Please check the enclosed school calendar for dates of report card distribution. The interim and formal report cards will be distributed in **RAP (REPORT CARDS ARE NOT MAILED HOME DUE TO INCREASED COSTS)**.

Report card dates are advertised in the school's monthly bulletin and on the school website.

Parent-Teacher conferences occur once each semester. All parents are encouraged to attend these important conferences to discuss your child's progress and to work with the teacher to help your child be as successful as possible.

ADVISORY

The Riverside Advisory Program ("RAP") meets on Wednesdays. The ultimate goal of this program is to help students connect with a teacher mentor and a small group of Grade 9-12 students. We encourage and expect all students to attend RAP each week.

So that we can get to know our new students better, on Thursday, September 12th, your Advisory teacher will be interviewing all students new to Riverside. A schedule for this interview will be handed out on Wednesday, September 11th.

TUTORIALS

We encourage students who require assistance with work or assignments to seek help from their teachers immediately. Teachers offer support and it is important that students find out the times that teachers are available and use these to their advantage.

PEER TUTOR SUPPORT

The counsellors will be training peer tutors in September. Beginning in October, these tutors will be available to provide one-on-one help to students. As well, some peer tutors will be helping students in junior level math classes. Tutoring support can be arranged through your counsellor.

SCHOOL SUPPLIES

Please bring your own laptop computer to school. Recommended computers are any PC, Mac, or other type that can run Office 365 applications like Word and Powerpoint. In addition, students are advised to bring pen, pencils, binders and lined paper. If required, any additional supplies will be requested by individual teachers.

STUDENT AGENDAS

Since Riverside is a digital school in which all students bring an electronic device to class, we strongly recommend that they use the calendar feature on their device to keep organized and manage the requirements of their coursework and extracurricular activities. Information about the code of conduct, school events, and the school can be found on our school web-site.

STUDENT INSURANCE

All parents have the option of purchasing Accident Insurance through IA Pacific. Insurance plans cover a variety of issues such as injury, eye ware damage and orthodontic/dental work. Please go to www.iapkidsplus.com for further information or drop by the school office to pick up a form.

SCHOOL AND DISTRICT POLICIES

Included in this newsletter is a section on school routines and district policies. This section reviews the School and District Code of Conduct and policy related to violence, intimidation and possession of weapons. As well, it reviews school regulations related to the possession of drugs and alcohol and the suspension of students. The [School Code of Conduct and District policies](#) can also be found on the school website. Parents and students should review and complete all [forms](#) found on our web-site to assist us in supporting your child, particularly in case of [emergency](#).

Code of Conduct 2019 – 2020



Reviewed, April 2019

Riverside Secondary School

School Mission: “Our mission is to provide exemplary programs that challenge and inspire all learners to become reflective, caring and responsible citizens. We are committed to fostering a safe school community in which diversity is respected, and learners are encouraged to achieve their full potential.”

Riverside Code of Conduct

I. INTRODUCTION

The purpose of this document is to provide a basic framework and common expectations for all schools. The guidelines reflect the new provincial standards for "Codes of Conduct", as stated below:

School boards and schools are entrusted through the School Act with authority to establish codes of conduct. While recognizing the autonomy of these bodies and acknowledging the efforts they have already undertaken to ensure school climates are as positive as possible, the provincial standards described below are provided to assist them in developing consistent and coherent policies and practices in their communities. Although most schools have codes of conduct in place, it is expected that all British Columbia schools will revisit existing codes and/or develop new codes of conduct reflecting the provincial standards. (Safe, Caring and Orderly Guide, page 15)

II. CODE OF CONDUCT: KEY ELEMENTS

1. Process

All British Columbia schools include students, parents, and staff in the development and review of codes of conduct. At Riverside, school staff, the Parent Advisory Council, Student Government, and the School Planning Council have reviewed the current code of conduct to meet the Ministry requirement of page 15 of A Guide for Safe, Caring and Orderly Schools.

2. Communication

Expectations regarding acceptable conduct are made known to all students, parents and school staff, as well as to temporary staff and visitors. Protocols, while acting as ambassadors of the school, are also made known to students, parents, coaches, and involved members of the greater community.

Student conduct is regularly reviewed with students at assemblies, through advisory, and in regular school classes. The School and District Codes of Conduct will be reviewed in the first week in RAP and also posted on the school's website. Codes of Conduct are also provided to employees of the board who are assigned to the school during the school year when they are so assigned, and to students and parents when a student starts attending the school during the school year.

3. Implementation

"Behavioural expectations outlined in codes of conduct are consistently taught and actively promoted. Responses to unacceptable behaviour are based consistently on sound principles and are appropriate to the context."

Examples of implementation strategies that teach, model, and encourage socially responsible behaviours for students include weekly Advisory classes (RAP), special presentations for students, grade level assemblies, and explicit teaching whenever possible. Staff also participates in discussion around aspects of the code of conduct in staff meeting discussions, presentations and in information sessions for teachers and support staff. Special consideration is given to aligning our code of conduct with the five key aspects of Riverside's focus on fostering a "Caring and Compassionate Community." These key aspects include fostering: relationships, care for self, others, and the community, positive school culture, compassion, and sense of belonging. The Riverside staff is engaged in on-going professional development and discussion around our five aspects of a "Caring and Compassionate Community," and this work supports the way in which we seek to better understand and support our students.

Parents are given the opportunity to be involved in the implementation process during presentations at SPC and PAC meetings, and we often refer to the Code of Conduct during parent conversations where we ask for their support in reinforcing the code at home.

4. Monitoring and Review

"Conduct is continuously monitored to ensure codes reflect current and emerging situations and are contributing to school safety."

"Codes of conduct are reviewed and improved in light of evidence gathered and/or relevant research, and are revisited as part of a regular cycle of policy review."

Each spring, a formal review process with school partner groups is completed. This process includes formal and informal consultations with students, staff, and parents, reviewing office referral and suspension data, and reviewing Provincial standards in order to track trends and identify areas requiring further development.

5. Alignment

Riverside's Code of Conduct is compatible between schools in the community and across elementary, middle, and secondary levels.

6. Standards

Riverside Secondary School promotes the values expressed in the BC Human Rights Code respecting the rights of all individuals in accordance with the law prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, physical or mental disability, sex, or sexual orientation - in service and facility in the school environment (Ministry Order 6a).

a) **Statement of Purpose**

- To establish and maintain a safe, caring and orderly environment for purposeful learning
- To establish and maintain appropriate balances among individual and collective rights, freedoms, and responsibilities
- To clarify and publish expectations for student behaviour while at school, while going to and from school, and while attending any school function or activity at any location

b) **Conduct Expectations**

These expectations apply to behaviour at school, during school-organized or sponsored activities, and behaviour beyond these times (including on-line behaviour) that negatively impacts the safe, caring or orderly environment of the school, and/or student learning.

Acceptable conduct

Students at Riverside are expected to:

- *“As per Section 8 of Human Rights Code of British Columbia, students shall not discriminate against others on the basis of the race, religion, colour, ancestry, place of origin, marital status, family status, age, sex, sexual orientation, gender identity or expression, or physical or mental disability. Furthermore, as per Section 7 of the Human Rights Code of British Columbia, no student shall publish or display anything that would indicate an intention to discriminate against another, or expose them to contempt or ridicule, on the aforementioned bases.”*

Personal Responsibility

- Respect self, others and the school
- Help to make the school a safe, caring and orderly place
- Inform a “tellable” adult, in a timely manner (in advance, if possible) of incidents of bullying, harassment, or intimidation.
- Use social media appropriately/positively
- Contribute to a safe environment by keeping oneself and others out of harm's way
- Arrive on time prepared to learn
- Identify, describe, and follow class, school, and district expectations
- Work independently and as a member of a group
- Demonstrate positive problem solving skills related to personal issues
- Make appropriate choices with respect to clothing: taking into account activities , messages, and function while at school

Relationships

- Model positive behaviour
- Cooperate with others
- Listen attentively
- Be inclusive
- Respect all members of the school community and promote diversity

School and Community Involvement

- Assist others in the school and community
- Maintain a clean physical environment
- Respect school and personal property
- Participate in school and community activities
- Initiate projects that support the school and community

Unacceptable conduct

The following behaviors are deemed unacceptable; they are broad in nature and are not intended to be all inclusive

Behaviours that:

- interfere with the learning of self and others
- interfere with an orderly environment
- create unsafe conditions

Acts of:

- physical violence
- swearing and use of inappropriate language
- bullying, harassment, or intimidation
- duplicating, storing, or transferring pornographic materials
- retribution against a person who has reported incidents
- **cyber bullying or transmitting or posting threatening, abusive, obscene or harassing material.** Students should also be aware that the schools may collect, use and disclose personal information about students for the purposes of investigating and addressing student misconduct, safety and maintaining order and discipline in school. Such collection and use of student information may include information that is obtained from witnesses or collected from other secondary information sources (e.g. social media). All personal information of students collected by the school will be collected in compliance with and under the authority of the Freedom of Information and Protection of Privacy Act (ss. 26(a),(b), and(c)) and the School Act. Questions about the collection, use or disclosure of student personal information should be directed to the Associate Director of Information and Learning Technologies Stephen Whiffin, at swhiffin@sd43.bc.ca.
- academic dishonesty
- discrimination (specifically, students shall not discriminate against others on the basis of race, religion, sex or sexual orientation, or disability, or for any other reason set out in the Human Rights Code of British Columbia, nor shall a student publish or display anything that would indicate an intention to discriminate against another, or expose them to contempt or ridicule, on the basis of any such grounds).

Illegal acts, such as:

- possession, use, or distribution of illegal or restricted substances, including:
 - Vapes/Vaporizers
 - E - Cigarettes
- gambling for money, goods, or services
- possession or use of weapons

- theft of or damage to property; including willful vandalism, graffiti, malicious and destructive acts, inclusive to grad pranks (which may result in suspension and/or loss of privileges such as the ability to attend the commencement and/or the grad dinner/dance).

Rising expectations

- As students become older, more mature, and move through successive grades it is expected that they will show increasing personal responsibility and self-discipline
- There will be a system of increasing consequences for inappropriate behaviour as students' progress in grade level.

Consequences

- Students may be subject to discipline under the school and/or District Code of Conduct for any conduct which has the effect of negatively impacting the school environment, whether that conduct occurs on or off School District property, at a school sponsored function or activity, or otherwise
- Those in authority (adult supervisors, teachers, and administration) will consider the severity and frequency of unacceptable conduct in determining disciplinary action
- Disciplinary action will focus on corrective rather than on punitive measures
- Students, as often as possible, will be encouraged to participate in the development of meaningful consequences for violations of the established Code of Conduct
- Special consideration may apply to the imposition of consequences on a student with special needs if the student is unable to comply with the Code of Conduct due to a disability of an intellectual, physical, sensory, emotional, or behavioural nature.
- All reasonable steps will be taken to prevent retaliation by a person against a student who has made a complaint of a breach of a code of conduct.

Consequences could include (this is not meant to be an all-inclusive list):

- school or community counselling
- conflict resolution meetings
- restorative action
- informal suspensions (at school or home)
- school / community service
- partial day school program
- behaviour plan and/or safety plan
- formal suspensions (as per District Code of Conduct)

Notification:

School staff, depending on the severity and frequency of unacceptable conduct, may have a responsibility to advise other parties of serious breaches of the code of conduct:

- Parents of student offender(s) - in every instance
- Parents of student victim(s) - in every instance
- School district officials - as required by school district policy
- Police and/or other agencies - as required by law
- All parents - when deemed to be important to reassure members of the school community that school officials are aware of a serious situation or incident and are taking appropriate action to address it

GENERAL INFORMATION

- **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. If you contact the classroom teacher regarding an absence it is very important that you also advise the office or submit an on-line absence report.
- **Early Dismissal** - Notes and/or parent permission are required for early dismissal. Students must check out through the office whenever they leave the building before their daily schedule has been completed.
- **Cars and Parking** - Students using the student parking lot must register their vehicles at the office. 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. 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.
- **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** – 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 drop a course. Course drops will be processed in consultation with parent, counsellor and administrator. Please note that dropping below 8 courses 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** - 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

A locker has been assigned to students for use during the school year on the following conditions:

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.

CAREER RESOURCE CENTER

Information for students on careers and post-secondary educational programs is provided in the Career Resource Center located in the counselling area. 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.

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.

PEER TUTORS

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

REPORTING AND GRADING

Reports will be issued on the following dates in Advisory class:

Semester #1

1. Interim Report - October 16th
2. Parent-Teacher Interviews – November 21st
3. Formal Report #1 – November 21st
4. Formal Report #2 – January 29th. This report will provide final grades for first semester courses or second report grades for linear courses.

Semester #2

1. Interim Report – March 11th
2. Formal Report #1 (or #3 for linear courses) – April 23rd
3. Parent/Teacher Interviews – April 23rd
4. Formal Report #2 (or #4 for full-year courses) – distributed in Advisory on June 25th. This report will provide final grades for second semester and linear courses.

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.

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%

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

GRADUATION 2020

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

1. they are taking a course load that leads to completion of graduation requirements in their grade 12 year;
2. they are passing all the courses needed to graduate;

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.

N.B. 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 be older than 19. All guests must have their request approved by the appropriate Vice-Principal.

The B.C. Certificate of Graduation or "Dogwood Diploma" is awarded to students who successfully complete the provincial graduation requirements.

Students require a minimum of 80 credits to graduate.

Of these 80 credits:

- At least 16 credits must be at the Grade 12 level, including a required Language Arts 12
- At least 28 credits must be elective course credits
- 52 credits are required from the following:
 - Career-Life Education (4 credits), and Career-Life Connections (4 credits)
 - Physical and Health Education 10 (4 credits)
 - Science 10 (4 credits), and a Science 11 or 12 (4 credits)
 - Social Studies 10 (4 credits), and a Social Studies 11 or 12 (4 credits)
 - A Math 10 (4 credits), and a Math 11 or 12 (4 credits)
 - A Language Arts 10, 11 and a required 12 (12 credits total)
 - An Arts Education 10, 11, or 12 and/or an Applied Design, Skills, and Technologies 10, 11, or 12 (4 credits total)

In addition, students must also complete three new graduation assessments:

- The new Grade 10 Graduation Numeracy Assessment was introduced in 2018
- The new Grade 10 Graduation Literacy Assessment will be introduced in 2019/20
- The New Grade 12 Graduation Literacy Assessment will be introduced in 2020/21

Francophone students can earn both a British Columbia Certificate of Graduation (Dogwood Diploma) and a Diplôme de fin d'études secondaires en Colombie-Britannique.

To graduate with both diplomas, Francophone students must meet the graduation requirements for the Dogwood Diploma and, of these 80 credits, they must earn:

- At least 16 credits at the Grade 12 level (including a required Language Arts 12 course).
- An English Language Arts course at the Grade 10 level (4 credits).
- An English Language Arts course at the Grade 11 level (4 credits).
- A required English Language Arts course at the Grade 12 level (4 credits).
- A Français langue première course at the Grade 10 level (4 credits).

- A Français langue première course at the Grade 11 level (4 credits).
- Français langue première – Français langue et culture 12 (4 credits).

In addition, Francophone students must also complete four Provincial Graduation Assessments, three in literacy and one in numeracy.

THE VALEDICTORIAN SELECTION PROCESS

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 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 entire Grade 12's ***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

STUDENT AWARD OPPORTUNITIES

Honour Roll

Students achieving a 73.0% average school mark (based on final school marks only) for all courses over the school year are eligible for Honour Roll standing. Grade 12 Honour roll is calculated on final first semester marks and marks from the April report card. In addition, students achieving an average of 86% for all courses are eligible for Honour Roll with Distinction. Students achieving 90% and above in all courses are eligible for Honours with Great Distinction. Students 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 a class are disqualified from Honour Roll standing.

Gold Cord

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.*

Service

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.

Citizenship

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.

Department Top Student Award

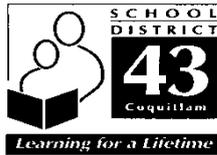
Students who have excelled in a number of senior courses in a Department are considered for this award. Teachers in each Department choose this award.

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.



KEEPING OUR SCHOOLS SAFE
FOR OUR CHILDREN!

School District No. 43 (Coquitlam)
550 Poirier Street Coquitlam V3J 6A7 939-9201

TAKING A STAND

Dear Parent/Guardian/Student/Staff:

Schools form an important part of our community and our lives; they provide a supportive group of people, a centre for friendships and positive experiences -- not to mention a valuable education. We need to keep them this way.

This is an excellent school district and a supportive community. By working together we can ensure that schools are safe environments that support young people and provide a valuable education for our children.

To this end, it is important that you read the following School District #43 (Coquitlam) policies.

- Policy 17 DISTRICT CODE OF CONDUCT/SCHOOL RULES
- Policy 18 VIOLENCE, INTIMIDATION, AND POSSESSION OF WEAPONS

Thank you for your continued support.

Board of School Trustees
Ms. Patricia Gartland, Superintendent of Schools

MEDICATION

Prescription medication is dispensed at school only with the appropriate signed documentation. We are not allowed to dispense other medication at school. If students frequently require Tylenol, etc., for headaches, please ensure they have their own supply at school. Epipens, if needed, must be provided by the student.

PHONES

The office phones are extremely busy and are not available for student use, except in the case of an emergency.

EAL/INTERNATIONAL TESTING

All EAL students are required to take an assessment test to determine their English proficiency level. This testing will occur on **Wednesday, August 28th & Thursday, August 29th at 10:30 a.m.** at Riverside.

EAL students are asked to arrive at the school office before the tour at 10:00 a.m. to confirm your paperwork with our student information secretary.

EAL/INTERNATIONAL ORIENTATION

All EAL students and their parents and guardians are invited to an orientation on **Wednesday, September 11th from 3:05 p.m. in the cafeteria.** This will include a tour of the school and an important information session for students and parents about how to be successful in EAL at Riverside. We will also talk about the different supports that are available to EAL students at Riverside.

RIVERSIDE CAFETERIA

The Riverside cafeteria offers a wide variety of healthy and nutritious snacks and lunches at a low price. We have sandwiches and a pasta bar with sauces all made in school using healthy ingredients. We offer different daily specials such as NY steak sandwiches, fresh steamed vegetables and roasted potatoes. Our students make all our soups from scratch. We also cut our own French fries and roll our fresh pizza dough daily. Items in the cafeteria start at about \$1.50 and max out at about \$6.00 for a full meal. The cafeteria is a student driven program where students make all the food for staff and peers. We invite you to come and join us and try out our healthy and delicious food!

ATHLETIC FEES

At the secondary level, there are many optional extra-curricular athletics activities for students to participate in. One of the questions that parents sometimes ask is where the funds collected from athletic fees are spent. Here is a brief summary of costs that the school has to cover in order to offer extra-curricular programs. Athletic fees are divided into two main sections:

1. Basic Athletic Fees (unlimited participation in sports for the year). This fee covers costs such as athletic association fees, teacher on call costs to release coaches during the school day, equipment replacement, awards and banquet costs, uniform replacement costs as well as many other cost items such as first aid supplies, banners and miscellaneous equipment. The school does not receive any provincial or district funding for any of these costs, and therefore part of the costs of these optional programs must be passed onto the parents and students. Currently, the fees we collect account for much less than our actual total costs so the school supplements these extra-curricular activities significantly.
2. Individual Sport Fees (vary according to each sport costs). Each sport pays association fees, tournament costs, official's costs, as well as several other miscellaneous costs. Again, the school supplements these extra-curricular activities significantly.

Overall, the reality is that the costs of playing sports, whether through community sports, or through extra-curricular school programs, are rising every year. We, at Riverside, will continue to do our best to offer our students these opportunities, and to supplement the costs to the best of our ability given our limited funding.

TRAFFIC SAFETY

The start of the school year is a great time to remember the following tips:

For Pedestrians / Students	For Drivers
<ul style="list-style-type: none">• No jay-walking: use the marked crosswalks.• Watch for cars entering from Reeve	<ul style="list-style-type: none">• Drop-off on the north side of the school.• Stay below 5 km/hr in the front driveway of the school• Slow down. Thank you!

Do **you** pick up your son or daughter from school?

If so, please use the student lot at the north end of the school, adjacent to Gates Park. Congestion around the front of the school has increased significantly, and poses safety concerns. A recent letter from the City of Port Coquitlam, Fire and Rescue states:

"It is the goal of your fire department to ensure that all children, staff, and visitors to your school receive the quickest emergency response for any emergency, at all times.

We are asking that all parents and visitors who pick up or drop off children and/or delivery items to your school be asked not to obstruct or block fire department road access, hydrants, or fire department connections at any time. Under the City of Port Coquitlam Fire Bylaw #3221, a fine in the amount of \$100.00 can be issued for each of the above mentioned offences."

We also ask that parents do not pick up their children at any time in the staff parking lot at the front of the school. This limits the ability for staff to enter or exit the school and impairs parents with children in wheelchairs from picking up or dropping off their children in the designated handicapped spots.

We are asking for your cooperation with this. Parking on Reeve Street is not a problem; and again, the lot by Gates Park is available. Some parents also find it easier to have an agreed upon meetup spot a block or two off school property. The marked drop-off zone in front of the school may still be used to drop students off in the morning.

MUSIC DEPARTMENT

Information for 2019-20 Music Students:

Music Department General Orientation: Wednesday Sept. 4th at 7:00 pm in the Choir room (down the hall by the Gym – signs will be posted). This meeting is an opportunity for students and their parents/guardians to meet their teacher, to find out about the different ensembles, programs, events, expectations, where to find instruments, and to answer any other curiosities that you may have. If you haven't signed-up for a music class, it is not too late and this is a good time to ask any questions you may have.

First Music Classes: Students interested in Band/band instruments, will need to attend class for a short period of time during the first week. For new and Grade 9/10 students, please come on the first Thursday Sept. 5th at 8:15 am, without instruments. Grade 11/12's, please come on Friday Sept. 6th at 8:15 am, without instruments.

Anyone needing an instrument from the school, please contact Ms. Ottens at gottens@sd43.bc.ca. If you are interested in purchasing/renting an instrument from a music store and would like a little advise, feel free to contact Ms. Ottens ahead of time so you can be aware of what to look for.

Being a part of a musical team is sure to reward you and add spice to your life!

