



ÉCOLE RIVERSIDE SECONDARY

2215 Reeve Street, Port Coquitlam, B.C. V3C 6K8 ☎ 604 941-6053 FAX 604 941-2639

Vice Principals: Randy Manhas, Principal: Anthony Ciolfitto

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.

HIGHLIGHTS

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IMPORTANT DATES

August 31st

EAL Orientation and Assessment 10:00 a.m. & 1:00 p.m.

September 1st

EAL Orientation and Assessment 10:00 a.m. & 1:00 p.m.

September 3rd

Grade 9 Preview Day – 9:00 a.m.-11:30 a.m.

September 8th

School Opens

Grade 9 - Advisory – 9:00 a.m.- 12:00 p.m.

Grade 10/11/12 – Advisory – 1:00 p.m.

September 9th

Regular Classes with Advisory

September 10th

Shortened Day Schedule (2:35 Dismissal)

New Student Advisory Interviews - 2:35 - 3:30

September 11th

Regular Classes with Advisory Schedule

Gr. 9 Pancake Breakfast

School Photos

September 15th

After-Grad Meeting - 7:00 p.m.

September 22nd

PAC Meeting – 7:00 p.m.

September 25th

Professional Development Day (District)

October 2nd

Welcome to the 2015-2016 school year!

It's hard to believe, but the beginning of the school year is just around the corner. As you are enjoying the last few weeks of the summer vacation, we want to take this opportunity to welcome everyone back to Riverside for what promises to be another exciting school year.

On behalf of the staff at Riverside, I'd like to welcome all our new families to the Riverside community! We hope you will enjoy your time with us and I 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 <http://www.sd43.bc.ca/secondary/riverside/Pages/default.aspx>; it's an excellent source of information about our school.

I wanted to take a moment to welcome or welcome back from recall the following staff:

Ms. Anderson, Ms. Andrews, Mr. Ahmelich, Ms. Ang, Mr. Barrington, Mr. Belding, Mr. Clark, Ms. Durand, Ms. Gachallan, Mr. Colegate, Ms. Henderson, Ms. Hilliard, Mr. Hyde, Ms. Jackson, Mr. Jamieson, Ms. Caitlin Langford, Ms. Mahan, Ms. Mironoff, Ms. Mittet-Rushton, Ms. Northam, Ms. Paziuk, Mr. Thies, Mr. Torresan, Mr. Wiskar

Some interesting information about Riverside:

Riverside prides itself on its sense of community and culture of innovation. For the past three years, we have been working on two key areas to further develop in our school. Firstly, we will continue to lead in the area of technology, particularly with respect to our 1:1 technology learning environment for students in grades 9, 10, and 11, and ensuring that our learners are fluent in the areas of creativity, collaboration, problem solving, information gathering, and media. Secondly, we will continue to develop a caring and compassionate community, focusing on the areas of relationships, culture, and sense of belonging. We are committed to keeping our focus on improving learning for all our students in all areas of our school and will continue to work hard to ensure that each and every one of our students is as successful as they can be at Riverside.

- Did you know that over the past five years, our school has had an average graduation rate of 95-96%?
- Did you know that each year, Riverside students win close to one million dollars in scholarships to post-secondary institutions all over the world?
- Did you know that in a recent safe school surveys, 96% of students at Riverside reported feeling safe at school?

We're proud of these numbers and even more proud of our students. We also know that these kind of sustained results can't just happen by chance. The Riverside staff is a group of dedicated and caring teaching and support personnel who are ready to work alongside you, the parents, to help your child be as successful as possible during his or her stay at Riverside. We're proud of our school and hope you will be too.

Included in this newsletter are a number of important notices providing details about school start-up and opening week procedures. In particular, students are often very anxious about their timetables; please remind your daughters/sons that their timetables will be distributed on the first day of classes (Tuesday, September 8th). *Grade 9 students will receive their timetables at the Grade 9 Preview Day on Thursday, September 3rd.*

We hope that you will consider being involved with our **Riverside Parent Advisory Council (PAC)**, which will hold its first meeting on **September 22nd at 7 p.m.** and our **After-Grad Committee**, (the first meeting will be held **September 15th at 7:00 p.m.**). 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, September 3rd 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 8th.

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.

Anthony Ciolfitto, Principal

aciolfitto@sd43.bc.ca

SCHOOL OPENING INFORMATION

STUDENT TIMETABLES WILL BE ISSUED IN ADVISORY ON SEPTEMBER 8th.

We ask that student fees (see below) be paid on September 8th but no later than September 11th.

- September 1st – 3rd Counsellors return for new registrations only.

- September 1st EAL Assessments: (Testing – 10:00 am and 2:00 pm). After the students take the exam they must schedule an appointment with their counsellor for Wed. Sep. 2nd or Thurs. Sept. 3rd to confirm their timetables.

- September 3rd Grade 9 Preview Orientation Program –9:00 a.m. – 11:15 a.m. approx.

- September 9th – 11th Request for course changes. More information will be distributed in Advisory on the first day.

FIRST DAY SCHEDULE – SEPTEMBER 8th Tuesday

- Grade 9**
 9:00 – 9:15 Advisory
 9:15-12:00 Digital Boot Camp
- Grade 10, 11, and 12 students**
 1:00- 1:45 Advisory

SECOND DAY SCHEDULE – SEPTEMBER 9th 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 9th, 2015.

- Period 1 7:45 - 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 - SEPTEMBER 10th Thursday

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

SCHEDULE FOR FRIDAY, SEPTEMBER 11th

- Photo Day
- Grade 9 Pancake Breakfast 8:15-8:55
- Period 1..... 7:45 - 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

NEW REGISTRATIONS

Counsellors will be available for new registrations only during September 1st – September 3rd.

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.

STUDENT FEES – Due September 11th, 2014

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 trip and transportation costs. Please note that the yearbook is an optional cost. Some courses also have optional fees for workbooks. These are recommended, but are not required (see note on page 6). 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. Students are asked to bring a cheque payable to Riverside Secondary School on Wednesday, September 9th. You may also make payment in the office using Debit, Visa or Mastercard.

Fee collection will take place daily during Advisory September 9th to September 11th. If paying by cheque, please make it payable to Riverside Secondary School. Prepare separate payments for each student. Please **DO NOT** combine payments on one cheque. **Please record student I.D. number on the bottom left corner of your cheque.** (This is a 6 or 7digit number found on upper right corner of fee statement.) If you **do not** want to order a yearbook, please write on the bottom left corner of the cheque "**No Yearbook.**" After September 11th, students should pay at the office. Once the activity fee of \$45.00 has been paid we will issue students a lock and locker.

YEARBOOKS (OPTIONAL PURCHASE)

Payment due date for Yearbooks is October 31st, 2015. All school fees must be paid before ordering a yearbook. If payment is not received by October 31st, 2015, it will be assumed that you do not wish to purchase a yearbook. A limited number of yearbooks may be available at the end of the school year on a first come, first served basis, at an increased price which reflects costs to the school.

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 their classroom teacher.

SCHOOL PHOTOS – FRIDAY, SEPTEMBER 11th

Students will receive a brochure describing available photo packages on September 8th. Photos will be taken from 9:00–11:40 a.m. on Friday, September 11th. All students are asked 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.
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, enclosed in this mailing.
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.

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. 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 2013-14 school year will be:

A - F	Mr. Ahmelich	M - R	Ms. Luddu
G - L	Ms. Chittenden	S - Z	Mr. Lemire

**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 last 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.

RIVERSIDE PARENTS ADVISORY COUNCIL

The Riverside PAC meets once per month, usually on the third Tuesday 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 16th.

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 15th. 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 semestered (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, the student Agenda Book and 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.

CROSS GRADE AND PROVINCIAL EXAMS

For parents new to the Secondary level, exams and exam schedules can be confusing. There are two main school-wide exam periods during which all students in grades nine through twelve do not attend regular classes:

Semester One Exams – Monday, January 25th through Thursday, January 28th.

Semester Two Exams – Wednesday, June 22nd through Tuesday, June 28th.

Students in Grade Nine do not write provincial exams, however some courses do include cross-grade (school-based) exams such as Mathematics. Students in Grades Ten through Twelve will write provincial exams in some subject areas as well as some cross-grade exams.

ADVISORY

The Riverside Advisory Program meets every Wednesday. 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 10th, your Advisory teacher will be interviewing all students new to Riverside. A schedule for this interview will be handed out on Wednesday, September 9th.

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 be advised that there is no required school supply list. Students are advised to bring pen, pencils, binders and lined paper. If required, any additional supplies will be requested by individual teachers.

STUDENT AGENDAS

Riverside provides students in Grade 12 with agenda books to keep a record of marks, assignment or homework due dates, and important events. We encourage students to use the agenda on a daily basis. All other students can use their devices to access the content from our agenda books 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, eyewear 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 the student Agenda Book 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 or students can read it in the Agenda book. 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](#).**

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.

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 Code of Conduct is printed in student agendas 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. Codes of conduct are shared between administrators and at South Side Family of Schools meetings.

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:

- students shall not discriminate against others on the basis of the race, colour, ancestry, place of origin, marital status, family status, age, religion, sex or sexual orientation, or physical or mental disability, or for any other reason set out in the Human Rights Code of British Columbia (Section 7 and 8), 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 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.

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.
- 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

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
- 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
- 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
- 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>). All students will be required to bring notes for any unexcused absences. Leaving school during the school day is strongly discouraged for safety reasons and the continuity of a positive learning environment.
- **Early Dismissal** - Notes 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 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. 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.

- **Hangout** – 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. 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 also ask students to recycle pop and juice containers.
- **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. The course mark will not appear on the report card if the course is dropped **one day** prior to the last day of class. Please note that dropping any course will make a student ineligible for Honour Roll.
- **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.

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 TESTING

All EAL students are required to take an assessment test to determine their English proficiency level. This testing will occur on **Tuesday, September 1 at 1:00 p.m.** at Riverside.

EAL students are asked to contact the school office at 604-941-6053 to confirm that they will be taking the test. Please give the name of the new student to the receptionist.

EAL ORIENTATION

All EAL students and their parents and guardians are invited to an information session and pizza lunch on **Tuesday, September 1 from 11:30-1:00**. 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 offer fresh salads, fruit salads and a variety of yogurts every day. 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.

IMPORTANT MESSAGE TO PARENTS

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 are asking your cooperation in this. Parking on Reeve Street is not a problem; and again, the student lot by Gates Park is available. The marked drop-off zone in front of the school may still be used to drop students off in the morning.

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COURSE CHANGE REQUEST

Student _____ Student # _____ Grade _____

Date _____ Change for: Semester 1 Semester 2

I approve the following request for a course change(s). **I understand that this is a request only and that counselors may be unable to make the change(s) due to course change policy guidelines (August newsletter) or class size limitations.**

I am also aware that there may be an additional fee for the new course(s) which must be paid in addition to fees paid in September.

From _____	To _____	_____
		Parent Signature

From _____	To _____	_____
		Parent Signature

From _____	To _____	_____
		Parent Signature

COUNSELLOR USE ONLY: For Grade 12 Students – assuming successful completion of all remaining courses, student will have _____ graduation credits (80 minimum required) including _____ Grade 12 credits (16 minimum required).

