



RIVERVIEW HIGH SCHOOL

Home of the *Royals*

Student Handbook 2023-2024

Riverview High School
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DAILY SCHEDULE

MONDAY - FRIDAY DSB 8:30-9:00 AM

9:05 – 10:10..... Period 1
10:18 – 11:18..... Period 2
11:25 – 12:25..... Period 3
12:25 – 1:25..... Lunch
1:25 – 2:25..... Period 4
2:30 – 3:30..... Period 5

STUDENT GOVERNMENT

President: Ella Matheson
Vice President: Grace Henrichs
Spirit Leads: Julian Pillay and Toyo Oguntona
Social Media Leads: Kim Heeje and Callan Crandall
Student Engagement: Keely Nutten and Jenna Young
Community Engagement Leads: Cohen Perry and Willow Hughes
Grade 11 Representative: Shea Brooklyn
Grade 10 Representative: Levi Gray
Extracurricular Life: Lily Barnett and Ella MacPhail
Support Leads: Molly Jensen, Daphne MacLaggan-Doiron, Rachael Robb, Katie Hughes, Celia Calnan and Keira Knowles

ACADEMIC INFORMATION

Our school’s mission (TASK) is to foster together the **attitudes, skills, and knowledge** required to **flourish** today and tomorrow. Other than student safety and sense of belonging, there is no other higher priority of ours than learning. Our school community is committed to doing whatever it takes to help students succeed in their learning and preparation for life.

SCHOOL COMPUTER ACCOUNTS, OFFICE365, and EMAIL

Every student is provided with a school login ID and password, Office 365 account, and email account. Students

must check their school email on every regular school day and maintain other communications as outlined by their teachers. Students must maintain the security of their account and password and notify school staff if their account has been compromised. All students must use their accounts and all computer-related technology appropriately as per the Department of Education’s policy 311 and BYOD policy.

GRADUATION REQUIREMENTS

Please refer to the high school handbook posted on the district website for the most recent graduation requirements. It is the students’ responsibility, with support, to register for the courses required for graduation and post-secondary education and careers.

COURSE CHANGES/COURSE LOAD

Students carry a full complement of courses except when special circumstances need to be considered. Course changes are requested within the first week of each semester. Transcripts will reflect all courses in which a student is enrolled after the second week of classes.

REPORTING LEARNING PROGRESS

PowerSchool will be regularly updated to report on a student’s progress in learning. Formal reporting occurs twice per semester.

COMPLETION OF WORK

Students must complete all essential course requirements before receiving a passing grade. If a student does not submit work on time, they will receive support to complete the work.

PASSING GRADE

60% is the passing grade for all courses.

EXTRA HELP

All teachers have extra help times. Extra help is also available to all students upon request. Students may be required to attend Directed Study Block for additional support.

COURSE FEES

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

DIRECTED STUDY BLOCK (DSB)

Students that are at-risk of being unsuccessful in their learning will be referred for interventions by classroom teachers. Students must attend the DSB period until excused by the supervising staff.

ACADEMIC CHEATING/PLAGIARISM

Plagiarism is defined as the practice of taking someone else’s work or ideas and passing them off as one’s own (Oxford Canadian Dictionary, Second Edition 2007). It is a serious academic offense. Plagiarism includes work taken directly from the Internet without proper acknowledgement and/or used to misrepresent one’s own work and use of AI websites such as ChatGPT.

The use and/or copying of other students’ material as well as an idea or expression taken from another source and used as one’s own is inappropriate.

If it is substantiated that a student is involved in using another’s work and/or in copying or providing material to other students for the purpose of copying, he or she will be required to redo and complete an equivalent assignment/assessment while also receiving support to correct the behavior. Subsequent cheating/plagiarism may result in an incomplete grade in that course.

GUIDANCE AND CAREER CENTRE

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

1. Short-term personal and confidential counselling
2. Educational counselling
3. Career counselling
4. Referrals and liaison to and with appropriate community agencies.

Students who wish to see a counsellor need to complete an appointment request.

PERSONAL ELECTRONIC DEVICES

Students will use personal electronic devices at the discretion of the classroom teacher while in the classroom. At all times, electronic devices must be used in a respectful and safe manner respecting peoples' right to privacy and the expectations identified in the provincial policy 311. Recording functions of electronic devices may only be used when explicitly approved by a staff member for course work or extracurricular activities.

If at any time, a student uses an electronic device in a harassing, grossly disrespectful, or defiant way, this will result in tiered consequences.

Personal electronic devices are the sole responsibility of the students and their parents / guardians. The school will not be responsible for the loss, theft, damage, or technical support of any personal electronic devices.

TEXTBOOKS

Textbooks are provided by the school and must be properly maintained by the student. If textbooks are lost or damaged, a charge will be levied for the loss or damage.

CELEBRATIONS

We reinforce learning success and positive behavior with many classroom-based and school-wide awards. These awards culminate in year-end awards assemblies and graduation. Classroom-based certificates are awarded at a minimum at the end of each semester.

STUDENT ACTIVITIES

STUDENT GOVERNMENT

Student government is an important leadership group that works with school staff to create a welcoming, positive, and spirited environment for all students. These student leaders also serve as a voice of the students in important matters. Student government is made up of some positions which are democratically elected by the RHS student body and some that are selected during an interview process.

STUDENT FEES

All students pay a student government fee. Funds are used to provide student ID cards, support assembly programs, run activities, bring in performances, and create a positive and spirited environment for students and staff.

GRADUATION FEE

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

YEARBOOK

The yearbook is a student run initiative. Students may wish to buy a yearbook that can be ordered and paid for in advance.

CO and EXTRACURRICULAR ACTIVITIES

RHS offers many co-educational and extracurricular student activities. Please check the school's web site for a full listing of activities.

ACTIVITY CODE OF CONDUCT

Representing RHS in various activities throughout the district and province is a privilege that students must accept with a full sense of responsibility and pride, as they are ambassadors of our school. Positive behavior and attitudes are expected from all participants in every classroom, in all areas of the school and on the sporting field/activity area. A "code of conduct" is given to be reviewed and signed with students and their parent/guardian before participating in school activities.

ACTIVITY FEE

RHS activities are funded through user fees and fund raising. Each player is expected to pay a team activity fee, help with fundraising activities, and pay their student fee.

ROYAL "R" (ACTIVITY LETTER)

All students have the opportunity in their graduating year to receive their school activity letter (Royal "R") through the accumulation of points as a dedicated and valuable participant in various school activities. Points are awarded to the candidates based on a point scale outlined each year. Points will be assigned to the student by the various coaches and advisors based on general attitude, regular attendance, and overall commitment to the program.

POSITIVE LEARNING ENVIRONMENT

At Riverview High School, we strive to be an inclusive school community in which all students and staff feel they belong, are valued, are treated with dignity, can be well, are safe and cared for, and can be successful in their learning and work. We appreciate the diversity of our community and the value of our collective and individual strengths, ideas, and perspectives. We believe these differences are necessary to foster a positive school community and learn to contribute to a productive, just, and democratic society.

Every Royal is valued for who they are, no matter their race, national or ethnic origin, color, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, or disability.

All students and staff have the right to be free from harassment, discrimination, and violence and to be treated fairly, equitably and with dignity. Behaviors that infringe on these rights of others will be dealt with through the lens of learning, restoring damaged relationships and trust, and when necessary, disciplinary consequences.

ROYAL STUDENT COMMITMENTS

Our students self-identified the following commitments that all Royals will achieve. As Royals, we will:

- respect staff, students and our school;
- help, encourage, and be empathetic to our fellow Royals;
- value diverse people and ideas by promoting an inclusive school community in which everyone feels like they belong;
- be positive, spirited, and community-minded role models;
- commit to learning by attending regularly, completing assigned work, being open to new ideas, asking questions, doing our best and engaging in activities; and
- follow school rules and behave responsibly in and out of the classroom.

Our staff and student leaders will help all Royals achieve these commitments through celebration and extra support as needed.

ORDERLY RESPECT

It is our expectation that staff and students always exhibit mutual respect for one another. All students are expected to display proper respect for the learning and working environment at RHS. Any action which disrupts the positive learning and working environment and/or threatens the safety of students or staff will result in disciplinary action which may include restorative conversations, reflection hall, temporary student placement center, out-of-school suspensions, or referrals to alternate education.

Students who gather as bystanders to witness and/or videotape acts of violence and/or encourage acts of violence may be disciplined under an infraction for disorderly conduct.

OFF PROPERTY BEHAVIOR

All school rules apply when students are under the supervision of school staff. This includes before and after school and during lunchtime. It also includes off property and extracurricular events.

SEARCH AND SEIZURE

New Brunswick Policy 712 relates to a school's responsibility to conduct a search and seizure if there is credible information provided that could affect the health or safety of students or could affect the positive learning and working environment of public schools.

CONFLICT RESOLUTION / BULLYING PREVENTION

Hurtful behavior directed towards anyone is not acceptable. RHS has many supports in place to help prevent and respond to hurtful behavior including conflict and/or bullying. Staff and students can report hurtful behaviors when observed. Procedures for the anonymous reporting of hurtful behavior are in place throughout the school with staff reviewing all reports daily. The easiest way to report hurtful conflict and/or bullying behavior is to use the following QR code which can also be found on posters throughout the school and links to the RHS online reporting form.



In addition, AESD has a reporting tool for all guardians, students, and school staff using PSSTWorld's REPORT IT NOW! button to report witnessed or suspected dangerous school incidents.

Tips and reports regarding bullying, cyberbullying, abuse, sex/drug/weapons/gang crime, suicidal thoughts, vandalism, and potential for school attack are sent directly to designated personnel. The result is streamlined safety tip reporting & improved conflict intervention and resolution.

Bystander and victimized students are empowered to act. Student offenders

are deterred. Students, staff, and parents within our district now have a safe, organized, and popularized mode of action to report dangerous school incidents.

For more information about the PSSTWorld program, please visit www.psstworld.com/about-us.

ATTENDANCE AND PUNCTUALITY

Regular and punctual attendance is a prerequisite for school success. Attendance is recorded every period and sent to parents / guardians via our Auto dialer system that calls home each evening.

To be on time, a student must be at their desk prepared to begin class by the bell. In the morning and afternoon, students arriving at the building after the bell must sign into the office. Students will be marked as late if they arrive after the bell but within the first 20 minutes of class; students who arrive after the first 20 minutes of a class will be marked as absent. Three tardies in any one class will result in the student making up the missed class time outside of class hours. Classroom teachers will connect with parents / guardians about students missing excessive time.

Students must sign out at the office with permission from a parent or guardian when leaving prior to the regular end of the day dismissal. In cases of sudden sickness, students must report to the office and contact home will be made.

To participate in extra-curricular events, students must be present the full day of the event.

STUDENT DRESS

School is a place of learning and students should dress appropriately for such a setting. Students can dress in ways that reflect their own identity and personal expression while understanding they are dressing for their learning environment. In working

with student leaders, the following are expectations for student dress:

- Slogans or clothing advertising alcohol, drugs, profanity, sex, violence, or gangs are not permitted.
- Clothing that may be used as a weapon is not permitted. These may include but are not limited to items such as steel-toed boots (except for within a shop environment) and some studded clothing.

ALLERGIES AND SCENTS

We have students, staff, and visitors who are severely affected by scents and/or peanut allergies. All staff and students are expected to refrain from bringing nuts and related products to school and from wearing scented personal products.

VISITORS/GUESTS

All visitors – including parents and guardians – are required to make an appointment before visiting the school.

TOBACCO FREE SCHOOLS

Riverview High School is a tobacco free environment. The use of or possession of any tobacco product or tobacco-like product such as e-cigarettes or vaporizers is not permitted anywhere on school grounds or at school sponsored activities. The use of these products will result in tiered consequences.

DRUGS and ALCOHOL

While attending or in advance of attending school, or any school-sponsored activity, students found using, consuming, in possession of, under the influence of, or trafficking in drugs and/or alcohol will be suspended from school for an appropriate period of time and privileges for extra/co-curricular activities will be lost for the remainder of the school year or 6 calendar months, whichever is the longer period of time. The RCMP may be notified, and the possibility of charges may be laid. Students may also be recommended for a long-term suspension.

ADDICTIONS COUNSELLING

An addictions counsellor is available at the school. Please check with guidance for more information. This counselling is personal and confidential.

PERSONAL SECURITY

The school cannot accept any liability for personal property brought to school such as electronic devices and cellphones. Students are not permitted to carry prohibited or restricted materials and/or weapons, including all types of knives.

VIDEO SURVEILLANCE

A video surveillance system is installed in the school at various public locations to help ensure a safe school environment. School staff will use this video system to help maintain a positive learning and working environment.

REFLECTION HALL

Reflection Hall is assigned to students who need to reflect on negative interactions or behaviors.

TEMPORARY SCHOOL PLACEMENT CENTRE (TSPC)

The Temporary Student Placement Centre is an intervention and/or consequence to help student's correct inappropriate behavior. Administrators assign students to TSPC for varying lengths depending on the situation. While in TSPC, students are supervised by school staff while working on assignments from the classroom teacher. Students are required to arrive at TSPC on time for period one and are only permitted to leave at dismissal at the end of the day except for appropriate washroom breaks.

LOCKERS

On request, students will receive a school lock and locker from their homeroom teacher. For lost or stolen locks, there is a \$10 replacement fee. Only school locks can be used on lockers.

Student lockers and desks are school property and must always remain under the control of the school. Searches of lockers or desks may be undertaken at any time if there is a concern. Students may not share lockers with other students.

OUT-OF-BOUNDS

Students are also not permitted to congregate on the Buckingham path, sidewalk, roadways or parking lots.

SCHOOL BUS RULES

Students travelling on school busses are subject to all school rules. Students must remember that bussing is a privilege that can be revoked because of inappropriate behavior. Students can only travel on the bus they are assigned. At any time that the red lights are flashing, it is illegal to pass the school bus.

GENERAL INFORMATION

ANNOUNCEMENTS

Regular announcements will be made available by the student government as approved by school staff.

ELEVATOR

The elevator is located in the main office corridor and is available only to students with accessibility needs.

LOST AND FOUND

Lost and found is located in the main office and the physical education office.

PARKING

Student parking is in the lot near the front entrance of the building. The lot at the pool entrance is reserved for the public. Students involved in dangerous or careless driving may not be permitted to bring vehicles to school.

SCHOOL & GRADUATION PHOTOS

School photos will be taken in the early fall. All students must have their picture taken for ID cards and for the yearbook. Students should always carry their ID cards as it could be required for entrance into school sponsored events.

Graduation photos will also be taken in the early fall. The photographer supplies the photos for the grad composite and the yearbook. There is no requirement to purchase a picture package.

TELEPHONES

There is a telephone available in the office for emergency student use.

ONLINE ROYALTY POP UP SHOPS

Online pop-up shops offer a wide range of clothing featuring plenty of red and white in support of school spirit. These pop-up shops will be available at various times throughout the year.

MEDICINE

Medication such as Tylenol or Aspirin cannot be given to students by teachers. All medication must be given under a doctor's care and with the supervision of appropriate staff.