

Ridgetown District High School 7-12



Student Planner 2019/20

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LKDSB Vision Statement

Our Students—Shaping Our World

LKDSB Mission Statement

Fostering Success for Every Student Every Day

LKDSB Belief Statements

- Public education is an investment in the future of all peoples and all communities.
- All students can learn and are entitled to quality instruction.
- A safe and caring learning environment is strengthened by embracing diversity, and respecting self, others and the world around us.
- Student success is achieved through shared responsibility of students, staff, families, community and First Nation partners.
- Accountability is attained through open dialogue, transparency and fiscal responsibility.
- We are committed to innovation and continuous improvement

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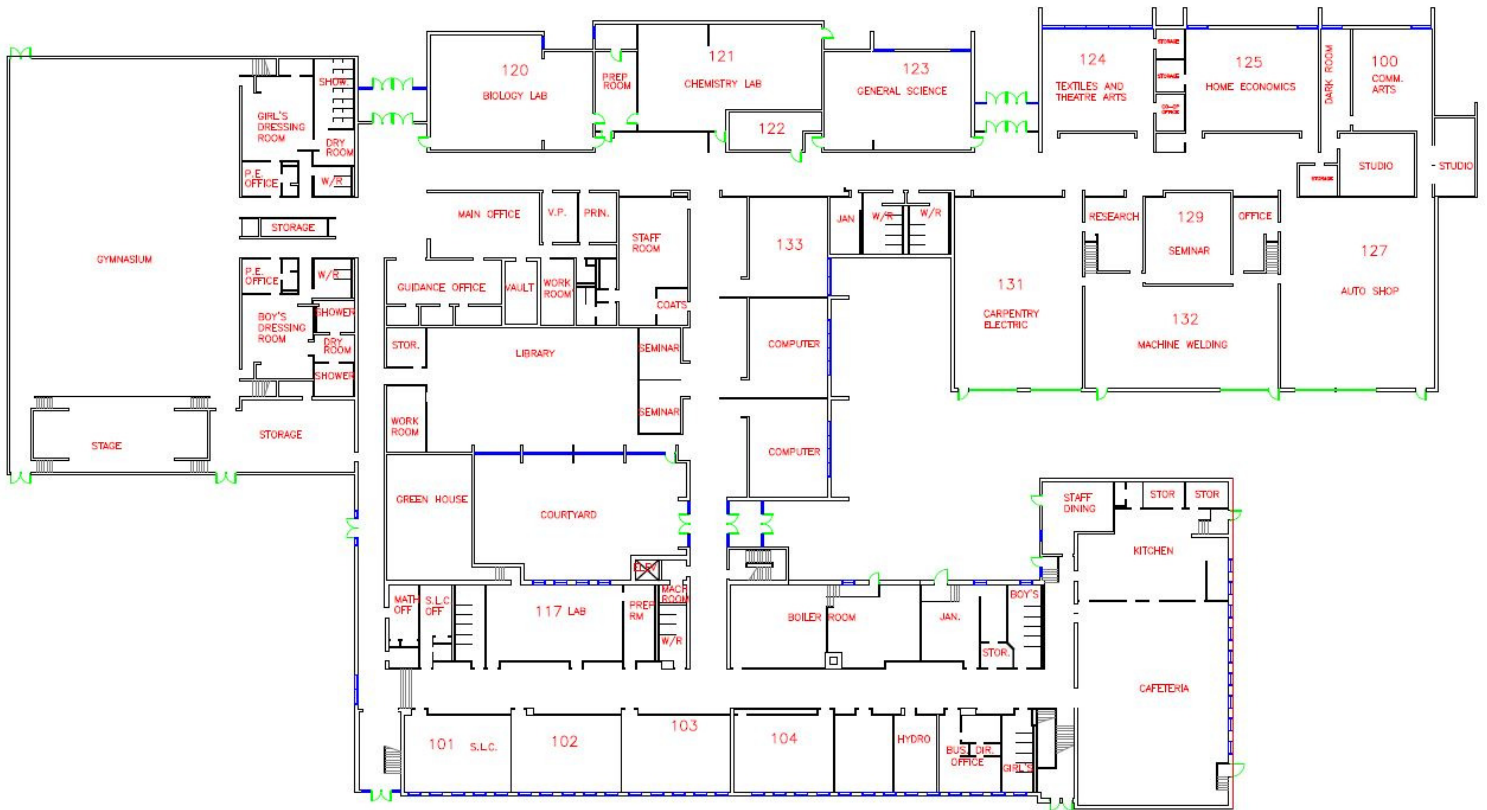
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RDHS Map



Ridgetown District High School 7-12

Welcome to Ridgetown District High School 7-12

At Ridgetown District High School 7-12, we take pride in our cooperative attitude, caring community and respect for each other. We share the LKDSB vision that our students are shaping our world! We challenge you to put forth a strong consistent effort and to take advantage of all the opportunities to get involved in school activities. Take pride in your work and your school. Remember, your personal level of growth and satisfaction are directly related to your effort and involvement.

RDHS 7-12 staff and the Lambton Kent District School Board continue to strive to create an exciting learning environment for all our students. We know that students learn best when they are excited and motivated about their work. The commitment, ingenuity and creativity of our teachers are only matched by the enthusiastic response of our RDHS 7-12 students.

Good Luck and make every day count.

Elsa Natvik
Principal

Ridgetown District High School 7-12 Staff

Ms. E. Natvik, Principal
Miss H. McFarland, Vice Principal

Teaching Staff

** Curriculum Leader

Mr. E. Blackshaw ** Native Studies/Social Studies/English
Ms. N. Budd Drama/Careers/English/Student Success
Mr. B. Buschemeyer ** English/Literacy/Student Success
Mr. K. DeLaet ** Transportation/Construction/Integrated Tech/Civics
Mr. D. Ebere Grade 7/8/Resource
Mr. B. Ferguson ** Science/Horticulture/History
Ms. S. Ford (sem 2) Art/Math
Ms. S. Gauthier French 7/8
Ms. K. Jacobs Delaware 7/8
Ms. S. Kerr French 7/8
Ms. L. McPhail ** Physical Education/Biology/Chemistry/Student Success
Ms. A. Noah Delaware
Ms. K. Osborne ** Guidance/Cooperative Education/Student Success
Mr. M. Peternel ** Math/Numeracy
Ms. D. Reitberger French/Learning Resource Centre/Student Success
Mr. C. St. Pierre Art/Science/Foods
Mr. N. Stenton Grade 7/8
Mr. G. Terry Grade 7/8
Mr. T. Van Eerd ** History/Physical Education/Geography

Support Staff

Ms. M. Jones Office Supervisor
Mr. G. Richard Library Supervisor
Ms. B. McCutcheon Attendance/Guidance Clerk
Ms. R. Taylor Elementary Clerk/Grade 7&8 Supervision

Custodial Staff

Mr. K. Osborne Custodial Manager
Mr. L. Johnston Day Custodian
Mrs. C. Dulong Afternoon Custodian
Mr. C. Johnston Afternoon Custodian

Ridgetown District High School 7-12

Important Dates

Semester/Term One		Semester/Term Two	
September		February	
2	Labour Day Holiday	3	Gr9-12 - Classes begin for Semester 2
3	First day of school	7	Gr9-12 - Semester 1 Final Reports Issued
5	Photo Day (am)	11	Gr8 Grad Photos – need appt
16	Parent Council Meeting-library @ 7pm	17	Family Day Holiday
18	Gr7&8 - Meet the teacher	20	Gr7&8 - First Report Cards go home
27-29	Ontario University Fair-Toronto	****	Gr9-12 - Drama District Festival (to be scheduled)
27	P.D. Day		
30	Orange Shirt Day / Every Child Matters		
October		March	
11	Photo retakes (am)	16-20	March Break
14	Thanksgiving Holiday	25	Gr9-12 - Interim/Markbook Reports
16	Gr9-12 - Interim/Markbook Reports	31	Gr10+ - OSSLT
22	Gr9-12 - Parent teacher interviews		
23-24	College Information Fair-Toronto		
25	P.D. Day		
November		April	
4-8	Treaties Recognition Week	1	Gr9-12 - Parent Teacher Night
5	Gr 7 Immunizations Round 1	6	Gr 7 Immunizations Round 3
6	Gr9 - Take Our Kids to Work Day	8	International Day of Pink
7	Gr9-12 - 1 st day for civics/careers	15	Gr9-12 - 1 st day for civics/careers
11	Remembrance Day	10	Good Friday Holiday
15	Gr7&8 - Progress Reports go home	13	Easter Monday Holiday
17-23	Bullying Awareness and Prevention Week	24	P.D. Day
19	Gr9-12 - Mid-term Reports issued	28	Gr9-12 - Mid-term Reports issued
20, 21	Gr12 Grad Photos – need appt.		
21	Gr7&8 – Bus Safety Session		
21,22	Gr7&8 – Parent Teacher Interviews		
21	Gr9-12 - Undergrad Awards Ceremony		
22	P.D. Day		
28	Gr9-12 - Full Disclosure for credits		
December		May	
5	Gr 7 Immunizations Round 2	4-8	Education Week
18	Gr9-12 - ¾ Markbook Reports go home	6	Gr9-12 - Full Disclosure for credits
20	Last day of classes	18	Victoria Day Holiday
20	Christmas Activities	21	Gr9-12 - ¾ Markbook Reports go home
23-3	Christmas Holidays	****	Gr7&8 - Track and Field (to be scheduled)
		Various	Grade 8 Orientations to Gr9
January		June	
6	Return to School	5	P.D. Day
14	Grade 6 & 8 Information Night	8-15	Gr9-12 - EQAO Math Test – Grade 9
23	Gr9-12 - Last day of classes	18	Gr9-12 - Last day of classes
24-30	Gr9-12 - Exam Period	21	Indigenous Day
31	P.D. Day	19-25	Gr9-12 - Exam Period
		24	Gr8 Graduation
		25	Gr7&8 - Final Report Cards go home
		25	Gr12 Commencement
		26	P.D. Day
		July	Gr9-12 - Final Report Cards mailed home

Note – dates may change as needed – refer to the webpage for current information

Daily Timetables

RDHS Gr. 9-12 Daily Schedule

Period 1	8:05 - 9:20
Period 2	9:28 - 10:43
Lunch	
Period 3	11:23 - 12:38
Period 4	12:45 - 2:00

RDHS Gr. 7&8 Daily Schedule

Block 1	9:20 - 10:00
Block 2	10:00 - 10:40
Block 3	10:40 - 11:20
Break	
Block 4	12:00 - 12:40
Block 5	12:40 - 1:20
Block 6	1:20 - 1:40
Break	
Block 7	2:20 - 3:00
Block 8	3:00 - 3:40

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RDHS Values

Ridgetown District High School encourages all its students, staff and community members to strive to make good choices every day. We know that each day brings new challenges to our members and we work together to help our students to understand the alternatives they have and the consequences each choice may have. The LKDSB Mission Statement – Fostering Success for Every Student Every Day is the focus at RDHS. We work hard to encourage all students to meet their potential by making good choices every day. With that in mind, please come to a staff member if you require assistance for any reason.

We have used the TRIBES agreements as a starting point for stating our values. All behavior is held up to the 5 Values and we expect all students to follow the Values. RDHS members agree to:

Mutual Respect

- Affirm the value and uniqueness of each person
- Recognize and appreciate individual and cultural differences

Attentive Listening

- Pay close attention to one another's expression of ideas, opinions and feelings
- Let others know they have been heard

Participation & the Right to Pass

- Actively participate in all activities OR observe quietly if not actively participating
- Have the right to choose when and to what extent you will participate in any activities other than curricular (meaning: community members may prefer not to share personal information or feelings, or to actively participate in the group at the moment)

Appreciation & No Put-downs

- Treat others kindly and state appreciations
- Avoid negative remarks, name calling, hateful gestures or behaviours

Add Value – Let It Go

- Whenever you make a choice, make sure that it makes the situation better
- Understand that mistakes happen and learn from them
- Take every opportunity to better yourself – what is done is done, so move on!

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RDHS Expectations of Students

The following expectations and behaviours are common to students that are successful at RDHS. Please read the list and try to follow them. We want you to do the best that you can – if you need help, please come see a teacher in the guidance area for help.

Academics

- ✓ I will perform to the best of my abilities in all of my subjects.
- ✓ I will complete and submit all school work as assigned by my teacher, by the deadline.
- ✓ In the event that I experience difficulty, I will ask for help from my teacher or another adult in order to meet my teacher's expectations.

Behaviour

- ✓ I will treat all people at Ridgetown District High School with respect.
- ✓ I will behave in a manner consistent with the code of conduct and all other expectations as described in the student planner.
- ✓ I understand that staff members are responsible for the safety and wellbeing of the school and I need to follow the directions of the teachers at all times.

Attendance

- ✓ I will attend all of my classes on time.
- ✓ I will only be absent for valid reasons that are approved by a parent/guardian.
- ✓ I will only leave class with the permission of the teacher.

These skills will help you to be successful in any area after school as well. Now is the time to start to make them a habit!

Good luck!

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Emergency Situations

Fire

When the alarm rings, ALL students and staff must vacate the building immediately according to the evacuation plan.

Inclement Weather

A tornado warning or other inclement weather that requires students to take cover will be given over the PA. All students and staff must proceed to the lower level of the building and gather in the designated areas.

Lockdown

Used for: major incident or threat of school violence within the school or in relation to the school

An announcement is made to "Lockdown" the school over the PA system

- Find a secure location in the school – preferably a locked classroom
- If outside, do NOT re-enter the building
- If the fire alarm is pulled, do NOT leave your safe place
- Wait for further instructions from emergency personnel

Hold and Secure

Used for: ongoing situation OUTSIDE that is not related to the school occurs i.e. bank robbery, community tragic event, etc.

An announcement is made for "Hold and Secure" over the PA system

- External exits are locked
- Staff will monitor exits to ensure no one enters the school
- Any students on athletic fields should return to the school immediately
- All staff and students within the school are to remain within the classrooms until further notice
- No one is allowed outside; emergency response crews are allowed to enter.
- Wait for further information from the administration of the school or emergency personnel

Shelter in Place

Used for: when it is necessary to keep all occupants within the school to protect them from an external situation involving environmental or weather-related factors i.e. chemical spills, blackouts, explosions or extreme weather conditions

An announcement is made to "Shelter in Place"

- All staff and students within the school are to report to a classroom.
- All students on athletic fields should return to the school immediately to an area designated by the Principal.
- Exterior doors will be locked
- Windows will be closed
- Ventilation systems will be turned off
- Wait for further information from the administration of the school or emergency personnel

Note: To safeguard students and staff inside the building, exterior doors need to remain closed during an emergency situation. Efforts to pick-up children can complicate already challenging circumstances, so parents are asked to wait until conditions improve. In the meantime, coordinated efforts to communicate ongoing updates to families and the community will be made. Once the all-clear has been given, access to the school can once again be provided.

Hints for Parents

1. Education is a team effort between students, parents, and the school. Parents should ensure that the student's annual education plan is reviewed.
2. If a student has been absent, please send a dated note indicating the reason for the absence and the length of the absence. If a student is to be excused early during the school day, please send a note indicating the reason and the time the student is to be excused.
3. There is no doubt that a well-rested student performs better at school, so please ensure that students get an adequate amount of sleep.
4. Young people need a proper diet to function well at school; skipping meals, like breakfast, will not help their academic performance.
5. Try to limit a student's out-of-school activities during school evenings and encourage the formation of good study habits at home. Even if a student does not have assigned homework, he/she can be reviewing work studied previously.
6. If a student appears to be having a problem at school, try to find out what the problem is before it becomes a serious problem.
7. **Please plan your holidays so that they do not conflict with regular school days or examination days. Missing an exam without permission of administration may result in a mark of 0% on the exam and may result in the credit not being earned.**
8. Student dress is important at school; what a student wears can affect his/her attitude at school and the moral tone of the school. A few students might need reminding about the appropriateness of dress; tops with objectionable writing are not appropriate, nor are "short" shorts, etc. **We emphasize the idea that a school is a place of learning and ask your help to ensure that students dress accordingly.** Please see the dress code in this student planner.
9. Please read through the code of behaviour that is included in this planner. It was developed co-operatively by parents, students, and teachers, and presents the official policies of the school on all aspects of student behaviour.
10. Attendance is important. Students are evaluated on a day-to-day basis. Much of the learning occurs during interaction with the class. Students often work with partners and in groups for presentations and partner learning. When a student is absent, the class organization is affected. Quizzes, labs, projects, and the development of communication and thinking skills are activities that require the students to be in school. The Ministry has stated:
"...where attendance has been identified as an essential component of a course and where a student, with his/her parents, has been appropriately counseled and provided with support and direction to promote regular attendance in the course, and where the student is still unwilling to attend regularly, such a student will fail to achieve credit for the course."

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Help Yourself – Help Each Other

Resources and Supports for Tough Times

Websites for Information, Support and Sharing:

Kids Help Phone - 1-800-668-6868 www.kidshelpphone.ca

My Health Magazine – www.yoomagazine.net

Mind Your Mind – www.mindyourmind.ca

Children’s Mental Health Ontario – www.kidsmentalhealth.ca

We R Kids – www.werkidsmentalhealth.ca

Healthy Minds Canada – www.healthymindsCanada.ca

Where to Call:

Emergency – dial 911 or go to the nearest hospital

Find help in your community – www.211Ontario.ca

Chatham-Kent	Sarnia-Lambton
Chatham-Kent Children’s Services 519-352-0440	St. Clair Child and Youth Services 519-337-3701
Victim Services – 519-436-6630	Victim Services – 519-344-8861
Canadian Mental Health – 519-436-6100	Canadian Mental Health – 519-337-5411
WAYS 24 hr Crisis Line – 519-433-0334	Sarnia Distress Line – 519-336-3000

Who to Speak to:

Parent	Counselor	Family Doctor	Friend
Relative	Social Worker	Teacher/Principal	Neighbour
Trusted Adult	Public Health Nurse	Coach	Clergy

Student Services

Counsellors in Student Services offer a wide range of academic and personal counselling services. Students may request an interview with a counsellor at any time, by making an appointment in the Guidance Office. In most cases, an appointment can be scheduled that day. Parents are invited to phone the counsellors, during school hours, at 674-5449 if they have any concerns.

All discussions between a counsellor and a student are held in strict confidence. Your counsellors are available and qualified to assist you in resolving personal and academic concerns.

- **In-School Information** such as course selection, educational goals, study methods and optimum achievement, record of credits and transcripts.
- **Vocational Choices** including both information about careers and understanding of oneself in relation to career possibilities (e.g., computerized interest test – Jackson Vocational - JVIS).
- **Educational Opportunities and Requirements** for post-secondary education, including apprenticeships, community college and university, scholarships and financial aid.
- **Interpersonal Relationships:** While counsellors attempt to see all students twice a year, they depend on student requests to enable them to be of assistance when they are most needed. In some cases, outside community agencies may be asked to assist with personal counselling issues.

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Student Success

Student Success is a Ministry of Education endorsed program, supported by the Lambton Kent District School Board and promoted at RDHS 7-12.

Student Success is a number of initiatives designed to improve student outcomes and increase credit accumulation. The ultimate goal is an increase in graduation rates and a decrease in the number of early school-leavers. The program is aimed specifically at students in Grade 9 and 10 as well as those that find themselves in their late teens having only a handful of credits toward graduation.



Career Pathways

A program pathway is more than just the combination of courses that make up a student's educational program. It is the underlying purpose that motivates students to make their course selections. In short, a program pathway is designed to lead a student to a particular destination.

Students have far more options than ever before. Combining their interests, skill and strengths into a trade or profession of their liking is well within reach. Entry level positions into business and the world of work, university, post-secondary training, apprenticeship, college programs, the skilled trades, vocational certification; any of these opportunities can provide personal satisfaction, a livelihood and professional challenges.

Each student, along with their family is encouraged to explore the options available long before they enter high school. Once here, the staff at RDHS 7-12 can provide the assistance, counseling and direction required.



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RDHS Library

Learning, Literacy & Leisure @ YOUR Library

The RDHS Library maintains its own collections and uses those of local public and other LKDSB school libraries to meet the research, literacy and leisure reading needs of students and staff. Highlights include:

- Staff from 7:30a.m. to 3p.m., including the scheduled lunch break, Monday to Friday throughout the school year.
- 24/7 access to the Library's collections, including One Search and an extensive Visual Catalog, via Destiny @ <http://destiny.lkdsb.net> . Choose Ridgetown District High School from the list and log in using the same firstname.lastname/password combination that you use to log into the school's personal computers or laptops. If you need help, please see Mrs. Presley in the Library.
- Partnership with the Chatham Kent Public Library (CKPL) to access their databases using personal library cards. CKPL has a library card drive for students every year at RDHS.
- Reader advisory services including featured collections, displays, Twitter and Instagram posts and personal and peers' recommendations based on extensive reading from the Library's collections.
- Research workshops - available to classes and individual students upon request.
- Building collections based on students' suggestions as funds permit.
- Circulation of books and wireless devices (iPads, laptops and Chromebooks).
- The RDHS Makerspace
- Supervision of student-driven **clubs and activities at lunch time.**

The RDHS Library website can be accessed for more information at:
<http://www.lkdsb.net/school/RDHS/Library/Pages/default.aspx>

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School Health Services

There is a public health nurse available to each school in Chatham-Kent. Your Public Health Nurse acts as a link to all Public Health Unit programs and resources. Public Health services aim to promote healthy Living amongst the student population. The role of the Public Health Nurse at RDHS is to provide resources, consultation and referrals in regards to the following health topics:

- Sexual health information
- Smoking cessation – quit smoking programs
- Immunizations
- Birth control, pregnancy and STI testing
- Healthy eating and physical activity promotion

These services are available to students and staff at RDHS every other week throughout the school year. Students are welcome to arrange confidential and private appointments with the Public Health Nurse at school as needed.

Your Public Health Nurse can be reached at:

Chatham-Kent Public Health Unit	519-355-1071 – ext. 5901
Fax	519-355-0848
E-mail:	cksexualhealth@chatham-kent.ca
Website:	http://ckphu.com/
Facebook:	www.facebook.com/CKPublicHealth
Twitter:	www.twitter.com/CKPublicHealth

Immunizations

The Public Health Nurse is also responsible for ensuring that all students are up to date with their vaccinations. Yearly immunization clinics are held at the school. Students not returning requested immunization information to the nurse or not updating their vaccinations as required will be suspended from school under the *Immunization of School Pupils Act, 1990*.

Why does Public Health take a hard line on Immunizations?

There is no kidding around when it comes to diseases like polio, tetanus and measles. These preventable diseases are serious and often fatal. That's why Public Health Units are legally required to obtain up to date immunization records on children and youth attending schools and daycares.

Every year, Public Health Nurses send out notices to parents of the students that have incomplete immunization records. This could mean that the child has either not had the vaccine or that the Health Unit has not been notified of the name and date that the shot was received. Doctors do not report vaccines to Public Health. It is the responsibility of the parent.

If you receive a notice requesting immunization dates, please contact Public Health at 519-355-1071 ext. 5900. If this information is not received, Public Health is required to issue a school suspension until the immunization record is updated.

Let's all work together to keep our children healthy and our schools disease-free!

Student Behaviour Expectations

Code of Conduct

The Lambton Kent District School Board Code of Conduct is established in keeping with the requirements of the provincial Code of Conduct and the standards of behaviour as set forth by the province of Ontario. The Lambton Kent District School Board Code of Conduct sets clear standards of behaviour in order to ensure the rights and responsibilities of all members of the school community.

RDHS promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

Respect, Civility and Responsible Citizenship

All participants involved in the school system – students, parents or guardians, volunteers, teachers and other staff members – are included in this Code of Conduct whether they are on school property, on school buses or at school-authorized events or activities. All members of the school community are to be treated with respect and dignity. All members of the school community must:

- Respect and comply with all applicable federal, provincial and municipal laws;
- Demonstrate honesty and integrity
- respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability
- respect the rights of others;
- exercise self-discipline;
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully
- respect the need of others to work in an environment that is conducive to learning and teaching
- show respect for school property; and
- respect all members of the school community, especially persons in positions of authority.

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Safety

All members of the school community including students, parents and guardians, teachers and other staff members, volunteers and visitors must NOT:

- engage in bullying behaviours;
- commit sexual assault;
- traffic weapons or illegal or restricted drugs;
- give alcohol to a minor;
- commit robbery;
- be in possession of any weapon, including firearms or replicas;
- use any object to threaten or intimidate another person;
- cause injury to any person with an object;
- be in possession of, or be under the influence of, or provide others with alcohol, or illegal or restricted drugs;
- inflict or encourage others to inflict bodily harm on another person;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

Student Expectations

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour.

Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time, and ready to learn;
- shows respect for himself or herself, and for those in authority
- refrains from bringing anything to school that may compromise the safety of others;
- follows the established rules and takes responsibility for his or her own actions.

Parent Expectations

Parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfil their role when they:

- show an active interest in their child's work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed, and prepared for school;
- ensure that their child attends school regularly and on time;
- report promptly to the school their child's absence or late arrival;
- show that they are familiar with the provincial Code of Conduct, the Board's Code of Conduct, and school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues involving their child.

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Community Partners and the Police

Through outreach, partnerships already in place may be enhanced and new partnerships with community agencies and members of the community (e.g., Aboriginal Elders) may also be created. Community agencies are resources that Boards can use to deliver prevention or intervention programs. Protocols are effective ways of establishing linkages between boards and community agencies, and of formalizing the relationship between them. These partnerships must respect all applicable collective agreements.

Bullying

Bullying is typically a form of repeated, persistent, and aggressive behaviour that occurs in a context of a real or perceived imbalance of power between individuals. In any form, bullying adversely affects a student's well-being and ability to learn, undermines healthy relationships, and compromises the school climate.

Bullying means aggressive and typically repeated behaviour by a pupil where,

- a) The behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of,
 - i. Causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or
 - ii. Creating a negative environment at a school for another individual, and
- b) Behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education

Bullying behaviour may occur through the use of physical, verbal, electronic, written, or other means.

Bullying by electronic means (cyber-bullying) includes but may not be limited to:

- a. Creating a web page or a blog in which the creator assumes the identity of another person;
- b. Impersonating another person as the author of content or messages posted on the internet;
- c. Communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

Ridgetown District High School 7-12

Social Aggression:

May be intentional or unintentional, direct or indirect. It can take many forms, sexist, racist, homophobic, or transphobic comments. If it is social or relational aggression, it is more subtle and may involve such behaviours as gossiping, spreading rumours, excluding others from a group, humiliating others with public gestures or graffiti, and shunning or ignoring. Social aggression may also occur through the use of technology.

Students are responsible to:

1. Refrain from bullying behaviour.
2. Report incidents of bullying behaviour to the principal, teachers, or other school staff.
3. Refuse to participate in circumstances involving bullying behaviour.
4. Remove themselves immediately from circumstances involving bullying behaviour.
5. Seek adult intervention for circumstances involving bullying behaviour

Progressive Discipline

The principal or designate will use a progressive discipline strategy to address student infractions if a student has engaged in inappropriate behaviour. School leaders practice progressive discipline as part of a whole-school approach that involves a continuum of prevention programs, strategies for fostering and reinforcing positive behaviour and helping students make good choices, and age-appropriate interventions, supports, and consequences used to address inappropriate student behaviour.

A teacher or the principal or designate, as appropriate, will utilize early and/or on-going intervention strategies to prevent unsafe or inappropriate behaviours and to guide students to more appropriate choices. For students with special education needs, this includes referring to their Individual Education Plan (IEP) and consulting with appropriate staff to determine the best possible approaches.

Interventions may include:

- Contact with student's parent(s)/guardian(s)
- Oral reminders
- Review of expectations
- Written work assignment addressing the behaviour, that has a learning component
- Volunteer services to the school community
- Conflict mediation and resolution
- Peer mentoring
- Referral to counseling; and/or consultation
- Meeting with the student's parent(s)/guardian(s), student and principal
- Referral to a community agency for counseling or intervention related to anger management, substance abuse, or other
- Detentions
- Withdrawal of privileges
- Withdrawal from class
- Restitution for damages
- Restorative practices
- Safe schools transfer

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In some cases:

- a. Suspension may be considered an appropriate progressive discipline step
- b. Contact with CAS where required
- c. Contact with police services where required

A bias-free approach is one that respects all people and groups, and reflects human rights principles. A bias-free approach helps build and foster a positive, safe, accepting, and respectful school culture and climate and helps students and their families, school staff, and other members of the school community.

Suspensions

The infractions for which a suspension may be imposed by the principal include:

1. Uttering a threat to inflict serious bodily harm on another person;
2. Possessing alcohol, illegal and/or restricted drugs;
3. Being under the influence of alcohol;
4. Swearing at a teacher or at another person in a position of authority;
5. Committing an act of vandalism that causes damage to school or board property or to property located on the premises of the pupil's school;
6. Bullying;
7. Any act considered by the principal to be injurious to the moral tone of the school;
8. Any act considered by the principal to be injurious to the physical or mental well-being of any member of the school community; or
9. Any act considered by the principal to be contrary to the Board or school Code of Conduct.

A pupil may be suspended only once for any incident of an infraction and may be suspended for a minimum of one (1) school day and a maximum of twenty (20) school days.

Alternative Learning Assignment: Administration may remove a student from a specific class (or classes) and place that student in a supervised study area, inside the school for a set period of time.

Out-Of-School Suspension: Student is suspended from his/her school. Students are **not** to be on school property during the suspension. **Students are not eligible to participate in school activities while on suspension.**

Ridgetown District High School 7-12

Fair Notice Communication Regarding Violence Threat Risk Assessment Protocol

The Lambton Kent District School Board is committed to providing safe learning environments for all students, staff, school visitors, and community members. When a student behaves inappropriately, principals will most often employ progressive discipline strategies to help a student take responsibility for their actions, learn from their mistakes, and make better choices in the future.

In more extreme cases however, when a student's behaviour poses a potential threat to their own or others' well-being, the Community Violence Threat Risk Assessment Protocol (VTRA) supports principals in taking further steps to safeguard everyone.

The VTRA protocol outlines how a school responds immediately to threatening incidents including but not limited to: possession of a weapon or replica weapon, bomb threat or plan, verbal or written (including electronic) threats to harm oneself or others, other threats of violence, and fire setting.

The initial response team is likely to include the Principal / Vice-Principal, police, and board staff. Should conditions warrant, a Community Threat Assessment Team will be convened. This community team includes representatives of community agencies who work with schools and boards to keep our students and staff safe, such as local police and children's mental health organizations.

Parents and guardians will be notified if their child will be discussed through the Community Violence Threat Risk Assessment Protocol. If parents/guardians cannot be reached, or if they choose not to provide consent, but a concern for safety still exists due to threatening behaviour, the threat assessment may still proceed. Personal information shared throughout this process will respect and balance each individual's right to privacy with the need to ensure the safety of all.

As always, student safety is our first priority. This notification is being provided via avenues such as school newsletters, and school and board web sites as fair notice to parents and guardians of the existence of the VTRA Protocol and its application if situations warrant. If you have any questions regarding the Lambton Kent District School Board Community Violence Threat Risk Assessment Protocol, please contact your school principal as the first step.

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Equity & Inclusion

It is a public policy in Ontario to recognize the dignity and worth of every person and to provide for equal rights and opportunities without discrimination based on race, national or ethnic origin, colour, religion, sex, gender, sexual orientation, age or mental or physical disability. RDHS – 7-12 is a school where Lesbian, Gay, Bisexual and Transgender and Questioning (LGBTQ) youth can learn and develop in a safe, harassment-free, equity-based environment.

All members of the RDHS 7-12 community are expected to follow the Code of Human Rights. It is the **law** in the Province of Ontario. Discrimination is against the law. Slurs, jokes, name-calling, graffiti, insults, threats, humiliation, intimidation, exclusion and written or physical abuse including fighting and any other form of harassment are a form of discrimination.

Examples include:

Verbal Harassment – includes derogatory, abusive and undermining comments; demeaning jokes, sexual suggestions or innuendo; threats and racial or ethnic slurs.

Physical Harassment – disorderly behaviour, unnecessary touching, impeding or blocking movement; and interference with work.

Visual Harassment – derogatory or degrading posters, cartoons, graffiti, gestures, written or computer text; sexually suggestive pictures or images, including such images on a computer screen.

Sexual Harassment – verbal abuse or threats; unwelcome remarks, jokes, innuendos or taunting; displaying pornographic or other offensive or derogatory pictures; practical jokes which cause awkwardness or embarrassment.

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Academic Honesty

Students are expected to demonstrate academic honesty by relying on their own efforts and by doing their own work to the best of their ability.

Examples of Academic Dishonesty

(This is a partial list and should not be considered complete)

- Copying from another student or making information available to another student.
- Submitting another individual's assignment, in whole or in part, and representing it as your own.
- Preparing an assignment for submission by another student.
- Using direct quotations, or large sections of paraphrased material without acknowledgement.
- Copying an assignment/essay from any electronic or hard copy source, or knowingly allowing one's assignment/essay to be copied by another student
- Purchasing/accepting or distributing/selling assignments/essays in partial fulfillment of course requirements.

Plagiarism is the act of taking ideas or words of another and presenting them as your own.

Please note that the above examples are only a partial list and should not be considered complete.

Academic Dishonesty Discipline Procedure

If a teacher suspects academic dishonesty or plagiarism they will refer the matter to their Curriculum Leader. The Curriculum Leader will then interview the student. If accidental or intentional academic dishonesty or plagiarism can be established, the Program Leader will meet with the Principal to determine the appropriate course of action. Parents will be contacted.

Consequences for Academic Dishonesty

– **set out in the LKDSB Assessment and Evaluation Guidelines – go to www.lkdsb.net**

Professional judgment of the teacher is taken into account to determine the degree of academic dishonesty and appropriate consequences.

- Grades 9 and 10 – Student will redo the assigned work. The student will receive a 25 per cent deduction on their assignment. If assignment is not completed and handed in within the time frame specified by the teacher, a mark of zero will be recorded. Subsequent occurrences may result in a mark of zero.
- Grade 11 - Student will redo the assigned work. The student will receive a 50 per cent deduction on their assignment. If the assignment is not completed and handed in within the time frame specified by the teacher, a mark of zero will be recorded. Subsequent occurrences may result in a mark of zero.
- Grade 12 – A mark of zero will be assigned. There will be no opportunity for the assignment to be re-evaluated.

Note: Consequences may vary depending on the grade and level of a course.

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Consequences for Academic Dishonesty on Tests

1. Teacher has a conversation with the student about the incident.
2. If cheating has been determined, the student is assigned a mark of zero.
3. Parents are informed if student is less than 18 years old.
4. In Grades 9 to 12, administration is informed if situation is not resolved.

Consequences for Academic Dishonesty on Exams:

1. If cheating is suspected during the exam, student is allowed to complete exam.
2. If cheating has been determined during or after the exam there will be a conference involving administration, teacher and the student. A mark of zero will be assigned.
3. Parents are informed if student is less than 18 years old.

Appeals Process: Appeals will be requested through the teacher to the administration if the situation is not resolved.

Subsequent Occurrences

Zero on the assignment, essay, test and/or exam. Referral to Principal.

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Athletics

Eligibility

Full time students (3 or more credit courses per semester) are allowed to participate in a maximum of five (5) consecutive years of high school sport.

According to the OFSAA constitution, students who are entering their sixth year of high school are automatically ineligible to play **all** school sports. Students, who are changing schools, are also automatically ineligible to play all school sports, but have a right to appeal their eligibility. There is no guarantee that the appeal will be successful. All transfer students must apply for eligibility to the Board of Reference.

Code of Behaviour for Student Athletes

1. Open try-outs are held for every varsity sport, and student athletes are selected on the basis of ability, dedication and reliability. Co-curricular teams are formed on the basis of "signing up" and the students' willingness to participate.
2. Students who play on varsity or co-curricular teams have the responsibility to attend every practice and/or game. Students who have a valid reason for not attending must notify the coach/teacher in charge.
3. Students who participate in co-curricular activities **MUST** fulfil the following requirements:
 - a. **NUMBER ONE PRIORITY** is the student's scheduled classes. The student's schoolwork must not suffer due to the participation in any school co-curricular program.
 - b. Every student must cooperate in all aspect of school life and be a worthy representative of RDHS at all times.
 - c. The time given to co-curricular activities from scheduled classes for any activity must be honoured. Do not ask your teacher for extra time away from class. It is your responsibility to catch up on lessons and assignments missed due to co-curricular participations.
 - d. **Student athletes who do not attend school on "practice/game" day may not participate in the practice or game scheduled for that day or evening.**
4. Be proud of your school and display the qualities of good sportsmanship and excellence.

Computer and Internet Use – Acceptable Use Policy

The Lambton Kent District School Board provides students with access to technology to support their educational and learning experiences. Since students have access to technology, they have a role to play in maintaining a secure environment. The purpose of these Regulations is to set out the expectations with respect to the use of technology and the responsibilities of each individual in maintaining a secure environment.

Scope

These Regulations apply to all students of the Lambton Kent District School Board.

System Integrity

- The computer system including computer files, documents and electronic communications are the property of the LKDSB.
- There is no expectation of privacy in using LKDSB technology. The LKDSB may monitor and may at any time access any and all files, documents, electronic communications and use of Internet to ensure integrity of the system and compliance with these Regulations.
- Students will only use the network account assigned to them.
- The student will be responsible for any activity using his/her password, including any time the computer is left unattended. Students must not share passwords nor use the passwords of others.
- The initial password will be assigned by the Help Desk. Users will be required to change the initial password to a minimum of 8 characters, including upper and lower case letters as well as numbers. Users will avoid using any published information within a password that could potentially identify the user. Passwords should be changed regularly. If a student loses his/her password or feels that an unauthorized person has accessed his/her account, he/she must report it to a teacher or school administrator immediately.
- Students must not try to hack into the computer system or gain access to any unauthorized databank.
- Students must not access or delete computer files or directories of others.
- Students must respect the integrity of the computer system by not altering hardware, software or wiring configurations.
- Computer viruses and related problems can cause extensive damage to computer systems. Viruses can be spread in a variety of ways including downloading files from the Internet, email attachments, infected diskettes, and USB keys. Students should use caution when opening email attachments from unknown senders.
- All diskettes, USB keys and any other media brought from home must be scanned for viruses before use. Currently all supported workstations within the LKDSB are automatically scanned for viruses.
- Students must not connect any electronic devices in any way (wired or wireless) for any reason to the LKDSB network without the written permission of the Information Technology Department of the LKDSB.
- Students must not download or install any unauthorized materials such as programs, games or files from any source, or cause a denial of service for others.

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Personal Safety

- When using the Board supported networks, students must not reveal any personally identifying information (such as first and last name, picture, address, telephone number, physical description, etc.) about themselves or others.
- Web pages should not contain any personal information about students (ex: address, telephone number).
- Students must NEVER agree to meet with keypals unless supervised by a teacher.
- Students must report to a teacher or school administrator any messages they receive that request personal information, are inappropriate, or make them feel uncomfortable.

Appropriate Use

- Board supported network accounts are granted to students to further their academic goals. The LKDSB system may not be used for personal reasons.
- Students must respect the rights of other users by avoiding the waste of limited resources such as paper, print supplies, hard drive space, bandwidth and time.
- Students must use language appropriate to the school setting.

Unacceptable Use

- Students must not access director or proxy sites that circumvent the security measures put in place by the Lambton Kent District School Board.
- Students must immediately exit any site that is transmitting inappropriate or offensive material. Students must immediately report accidental access to such a site to a teacher or school administrator.
- Students must not encourage the use of controlled substances, such as illegal drugs, alcohol or tobacco. Accessing sites promoting such products is considered an unacceptable use.
- Students must not access or distribute material that advocates prejudice or hatred towards any identifiable group (for example, gender, ethnic, religious, minority etc.).
- Students must not create, access, download, transmit, store, distribute or print any files, messages or graphics that are profane, harassing, discriminatory, offensive or degrading (this includes posting material on social networking sites).
- Students must not access, download, store, distribute or print any files, messages or graphics that are illegal or advocate illegal acts, facilitate unlawful activity or are not consistent with the philosophy of the Lambton Kent District School Board.
- Students must not propagate chain letters or other junk mail.
- Students must not attempt to hide, disguise or misrepresent their identity as the sender.
- Students must not cause damage to computers and/or equipment including, but not limited to, computer hardware, keyboard, monitor, mouse, cables.
- Students must not use LKDSB technology for purposes unrelated to educational and curricular activity.
- Students must not use inappropriate language in files/filenames or in email communication.
- All software license agreements must be honoured. It is against the law to copy commercial software that has not been placed in the public domain or distributed as “freeware”.
- Under copyright laws all material remains the property of the author/creator and therefore permission is required for its use.
- Do not take and present the work of others (for example, writings, images) and present them as yours. If using the work of others proper credit must be given and permission obtained if copyright materials are used.

Consequences of unacceptable use

- Any violation of these Regulations may result in sanctions being imposed, including the loss of computer privileges, disciplinary action and legal action or police involvement.

General Expectations

Accidents and Illnesses at school

Students involved in or witness to an accident resulting in an injury must report immediately to a teacher in charge and/or the office. Any students who become ill while in school must report to the office when able. Leaving school without reporting is unacceptable. More importantly, a dangerous situation to the student's health may exist. The school can readily arrange for medical help.

Accident Insurance

The Student Insurance Plan is designed to provide supplemental coverage to Health coverage and is recommended for all students especially those who participate in competitive sports or other clubs. Early in September, application forms for Student Accident Insurance for the year will be sent home with your student. All claims for accidents must be sent by the student directly to the insurance company (with a copy to the principal).

Adult Status

A student 18 years of age or older may assume certain responsibilities accorded an adult. Adult students assume full responsibility for their schooling and are subject to the same expectations as those students under the age of 18.

Attendance Policy

The Ministry of Education and Training suggests that a student must have at least 110 hours of classroom instruction before a credit is granted. There are no partial credits granted for high absenteeism. Students, who are absent for more than 10 classes, risk losing their credits. Therefore, excessive absences may result in detentions being assigned and/or progressive discipline being applied. On the 15th absence, the student may be withdrawn from the course.

All class work missed must due to absences be made up by the student. It is the responsibility of the student to make arrangements with the subject teacher to complete work missed.

Signing Out, Signing In Procedure for Leaving School during the Day

Students who need to miss scheduled periods during the day must report to the office prior to 7:55 am with a written note to be excused properly. When a parent's note has not been received, the school will be obliged to contact the parent prior to allowing the student to leave the school if the student is under 18.

When a student goes home at noon planning to return to school, but for some reason cannot, we ask that the student or parent call the school prior to 11:30 that afternoon.

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Students 18 years old and over may sign out, but **if they initially attend a class they must stay for the entire class. No leaving during a class is allowed.**

Students who leave without signing out will be considered truant.

Students must sign in at the office on their return to the school.

Admit Slip and Attendance for Missed Days

Before being re-admitted to class following an absence, the student must report to the office, with a note, to obtain an admit slip. Students under the age of 18 must bring a note from a parent or guardian certifying the date and reason for the absence, that is signed by a parent/guardian. Students 18 years of age or older are required to sign in with the Attendance Clerk in the office by 8am.

Absence from Tests, Exams or other Assessments

Students, who miss scheduled term tests or formal assessments without a valid reason, including truancy, may receive a “zero” for that test or assessment. There will be no opportunity for makeup tests or makeup assessments. If a student misses a scheduled term test or a formal assessment for a valid reason (medical, family emergency) they will be given a “non-grade”. An opportunity to complete a makeup test or assessment may be provided.

Please plan your holidays so that they do not conflict with tests or exam days.

Extended Leave/Vacation

All requests for extended leave from school must be made in writing to school administration, on the appropriate form, at least one week prior to the planned absence. The approval process includes notification to the teachers.

Lates

Students are expected to be in their classroom before the bell signals the class to begin. Any student that arrives after the bell will be recorded as late. If the student arrives within the first 10 min, the teacher will assign the late. If they are later than 10 minutes, the student must get a “late slip” from the Attendance Clerk in the office. If a pattern of tardiness develops, subsequent lates will result in progressive disciplinary actions.

Bicycles, Skateboards, Roller Blades, and Scooters

Bicycles and scooters must be locked at the rack and not brought into the school. Skateboards can be carried to the student’s lockers to be left there for the day. Bicycles, skateboards and scooters cannot be used on school property in any capacity. Roller Blades must be removed before entering the school, and should not be used for performing stunts on school property.

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Bus Transportation

ZONE – 6



In the case of inclement weather delays, cancellations or school closures please listen to your local radio station for zone information or visit the web site at www.schoolbusinfo.com

Bus transportation is provided for all students who live outside the town of Ridgetown. Riding a bus is a privilege that may be withdrawn for improper conduct. Shoving, pushing or butting is not tolerated.

As RDHS 7-12 students, your conduct should not be detrimental to the safe operation of the bus or the welfare of younger students. You will stay back from the curb when the buses are arriving. Care and common sense on the part of everyone will ensure that there are no accidents.

Bus Rules

The following school bus rules are made for your safety and comfort.

1. Students must obey the driver at all times.
2. Buses will not wait for students.
3. Remain seated at all times.
4. Do not litter or throw articles in or from the bus.
5. No smoking or drinking beverages of any kind.
6. No obscene or profane language permitted.
7. No fighting or scuffling allowed.
8. Excessive noise will not be permitted.
9. Stay back from the moving bus before loading. Stay back one meter from curb.
10. Any bus damage caused by students will be charged to them.
11. Pupils riding the bus are ultimately responsible to the school principal for conduct.
12. Unsatisfactory behaviour will be reported.

The above rules are approved by the Lambton Kent District School Board.

Bus Rule Infraction Consequences

The consequences of not obeying the rules may include:

1. Warning letter sent home to parents and students.
2. Apology to bus driver.
3. Two day bus suspension.
4. One week bus suspension.
5. Permanent bus suspension.
6. May be required to pay for damages before bus suspension is lifted.
7. May be required to clean the inside of the bus.

The Preceding is School Board Policy, which is common to all public and separate school transportation systems. It is the responsibility of the school system to transport the students safely to and from school to an approved drop-off point.

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Cafeteria -Eating and Drinking at School

Cafeteria service is available during regular school days. Please keep in mind the following when using the cafeteria:

- It is not to be used during class time, unless on spare
- Use the cafeteria with care, courtesy and respect for others.
- Sit on the chairs provided.
- Place garbage and recyclables in the appropriate containers.

Food can be eaten elsewhere in the school as long as the area is kept clean. Students not respecting school property while eating may be required to eat in a supervised area in the future.

Classroom Discipline

Students are expected to follow the classroom expectations for each teacher. If they cannot follow the expectations, then the student may be referred to the Curriculum Leader or Administration for further progressive discipline. If the student has been sent out of class, they must come directly to the office. If not, further discipline could include being withdrawn from class or being suspended from school. Parents will be contacted.

Contacting Students during the Day

Students can be contacted for emergency reasons through the school office. If a family situation requires the use of a cellphone, or other communication device, the student must see administration for approval.

Parents are asked to respect this policy and contact their child by calling the main office. Students will only be called out of class for an emergency that warrants the disruption of instructional time; otherwise, office staff will ensure that messages are delivered to students in a timely fashion.

If texting is used by parents as a means of communication, parents are asked to ensure that students respond to parents texts outside of the classroom.

Dances

RDHS 7-12 students may bring one student guest to a dance. All guests must be approved by the Principal at least three days prior to the dance and the guest must show photo ID or a student card when entering. The sponsoring student will be responsible for the guest's behaviour.



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School Dance Regulations:

1. **“Pay & Stay” Policy:** No one may leave the dance and then re-enter.
2. **Late Arrival:** Anyone expecting to arrive after the doors close must sign the Late Arrival List in the office before 12:00 pm on the Wednesday before the dance.
3. **Policing:** A police officer will be at the door. No one will be admitted who is under the influence of drugs or alcohol. Charges may be laid.
4. **Smoking:** Is not permitted at the dance.

Problems: Persons who have been a problem at the dance or sponsors of unruly guests will not be permitted to subsequent dances.

Dress Code

The school is a public work place. The student’s dress should meet with generally accepted standards of the community. Clothing is to be free of profane language and any statements and pictures or connotations regarding sex, alcohol, tobacco, other drugs, hate or violence and cover all undergarments. Suggestive and revealing clothing are not appropriate clothing in workplaces and therefore are not appropriate for wear at school. The decision of what to wear is a learning experience; however the final decision on matters of taste and appropriateness rests with the school administration.

For health reasons, footwear must be worn at all times while in the school.

Hats and headgear:

1. Students are allowed to wear their hats in the halls.
2. It is teacher discretion if hats are allowed in their classrooms.
3. Hats need to be removed during the following circumstances: National Anthems, Assemblies, guest speakers, Funeral Processions, other situations as asked by staff.
4. Bandannas, sweat/head bands, must not be worn in the school from arrival in the morning until leaving the building after school is dismissed.
5. Headgear that has any logos or slogans pertaining to drugs, alcohol, sexist behavior, vulgarity, profanity, or racist issues is not allowed.

Special Circumstances:

1. Additional dress requirements will also apply in the shop areas, technical areas, science areas, family studies areas, co-operative education placements, and physical education areas/classes.
2. Students must follow the requirements as stated by the teacher or they may be removed from the classroom due to safety reasons.
3. Exceptions may be made to accommodate established religious/cultural practices and/or special school events.

Outdoor wear/gear such as jackets, coats and knapsacks are not to be worn or brought to the classroom, nor can they be worn while in the serving line of the cafeteria.

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Drugs, Alcohol and Other Prohibited Items

Alcohol, non-prescribed or illegal drugs will not be tolerated at RDHS 7-12. This policy applies to all students, regardless of age, and is in effect at all school activities (i.e. dances, school trips). Students possessing and/or under the influence of illegal drugs and/or alcohol during school hours, on school property and/or during school activities or school sponsored activities will be subject to suspension from school and liable to further legal action, including referral to police.

Under the Education Act, Section 309, any student involved in the selling of drugs, while he/she is at school or is engaged in a school related activity, will be subjected to an expulsion investigation.

Prohibited Items

The list of prohibited items is based on LKDSB policy and includes, but is not limited to:

- any weapons or mock weapons, including all knives
- any explosive materials, including fireworks
- prohibited drugs and alcohol
- any other items (e.g. laser pointers) deemed unsafe: Principal's discretion

Electronic Devices

This category includes, but is not limited to, cell phones, iPad, iPod, Bluetooth devices, digital cameras, laptops, MP3 players, and other personal listening devices used for non-medical purposes.

- Personal electronic devices (cell phones, mp3 players, etc.) are not to be used during tests, exams or other assessment activities. It is up to the teacher's discretion during non-evaluative classroom activities.
- Cell phones, cameras and other digital imaging devices are **NOT** permitted in change rooms or washrooms at any time.
- Due to health and safety concerns, listening devices **must not** be worn covering both ears when moving through the halls.
- Students are not to connect to the school's network (wired or wireless) without the permission of the Principal (or designate).
- The choice to bring these devices to school rests upon the student. The RDHS 7-12 staff is not responsible for any damage or loss with respect to these items.

Failure to abide by these expectations will result in parent contact and progressive disciplinary action.

Wireless "hotspots" are available in the school for students to access the internet. Students may use the wireless connection at any time during the day and during class time with teacher permission using the following information:

Username: *student LKDSB email*



Password: *selected by student*

Ridgetown District High School 7-12

Examinations/Final Assessments

Five days are allocated at the end of each semester for the scheduling of formal exams and other final evaluations. This includes an allowance for inclement weather. Each school year these dates are clearly indicated (with an “E”) on the LKDSB School Year Calendar which is posted online. Each secondary school will communicate its final exam schedule prior to the exams beginning by posting the schedule throughout the school and on the school website. The exams will be conducted in accordance with the Ontario Education Act, associated Regulations, and Ontario Schools 2016. They will also be implemented in accordance with the LKDSB Policies on Attendance and the current LKDSB Assessment and Evaluation Guidelines. If a major cultural or religious holiday occurs during an exam period, then LKDSB Senior Administration will provide direction to Principals.

Absences: All students are expected to write all of their final exams and other evaluations. Sometimes there are exceptional circumstances which may necessitate the rescheduling of a student’s final exam (see approved absences below). Only the school Principal or their designate can approve an absence or rescheduling date during the scheduled exam days.

Approved Absences 	Non-Approved Absences 
<ul style="list-style-type: none">✓ bereavement✓ legal matters (as supported by court documents)✓ student’s personal illness – supported by a medical note	<ul style="list-style-type: none">✗ family vacations or weddings✗ sporting events✗ early exit to seek employment, mission trips or summer camps✗ any other circumstance not listed in approved absences

Notification Process: Any student (18 years old and over), or the parent/guardian of student under the age of 18, who may be absent from an exam should contact the school Principal as soon as possible prior to the scheduled exam date and time and provide documentation as may be requested. Any exceptional circumstance that might result in a request for the rescheduling of a final exam should be submitted to the school Principal at least two weeks prior to the scheduled exam date and time.

All efforts will be made to reschedule an exam (by 2:30 on the last scheduled day of exams) if necessary. Any absence from an exam for any reason that has not been approved by the school Principal can result in a mark of zero and could impact negatively on credit achievement and graduation requirements. Teachers, in consultation with their Principal, will use their professional judgement in establishing a final course mark for students.

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Homework Policy

Homework is defined as learning activities assigned to students by teachers and must be completed during non-classroom hours.

Homework is instrumental in building life-long learning skills. It is valuable in ways including:

1. To increase academic achievement;
2. To assist students in the development of self-discipline;
3. To promote in students the sense of task commitment and the time management which will build self-esteem;
4. To assist students in the development and practice of problem solving;
5. To guide students in decision-making processes and in learning to accept consequences of not completing work;
6. To expose students to a variety of settings for learning;
7. To encourage perseverance and resourcefulness in task completion;
8. To develop rapport between parents and children;
9. To give parents a clear idea of their children's areas of strength and difficulty; and
10. To guide students in taking initiative and responsibility.

Types of Homework:

Preparation – advance preparation for the next day's lesson.

Practice – provides students with the needed review and reinforcement about materials or skills presented in a previous lesson.

Extension – gives students an opportunity to expand on concepts that were taught in class.

Creative – includes analysis, synthesis and evaluation where students use resources to investigate their own ideas.

Administrator's Role

The principal will facilitate staff awareness of the policy and ensure that students and parents have access to the policy.

The principal will also support the teachers in encouraging students to do their homework as applicable.

Ridgetown District High School 7-12

Lockers

Lockers are the property of the School Board and are available for your use. They are not your private property. They are subject to inspection by school officials and/or the police at any time. All lockers must have a school-supplied, combination lock, which is to be locked at all times. Only you and the office should know the combination for the lock. Lockers may not be shared by students nor is unauthorized switching of lockers among students allowed.

A record of the lock combination must be filed with the main office. Do not write on the lockers. Disobeying these rules may result in locks being removed or locker privileges cancelled. Lockers should be kept neat and tidy.

Rude and suggestive pictures cannot be displayed in the locker. You must not put stickers on the inside of your locker door.

Large sums of money and/or valuables should be left in the main office, not your locker.

Lost and Found

All lost and found articles should be turned into the office, with the exception of gym equipment which is turned in to the physical education office. Please check the office if you have lost anything.

The school will not assume responsibility for lost or stolen items.

Items will be retained in the office until the end of the semester after it is turned in and then will be given to charity.

Parking Student Cars and Motorcycles

Student parking is a privilege, not a right. The student parking lot is on the southwest corner of Harold and Cathcart streets. You are asked to use this area rather than the streets around the school.

No one is to be sitting in vehicles or loitering in the student parking lot during school hours.

Motorcycles may be parked on the paved shoulder of the road on Harold Street beside the staff parking lot. Students must drive their cars and motorcycles in a safe and careful manner and are not to drive around the school during class time. Inappropriate handling of motorized vehicles will result in a loss of parking privileges and police involvement.

Ridgetown District High School 7-12

Personal Information

Routine uses and/or disclosures of Student Personal Information

The student's OSR will be used by school and board staff to support the classroom teacher in developing an educational program which best meets the student's needs. Staff working with the classroom teacher or directly with the student may include individuals working in areas such as Special Education, guidance counseling, student success, etc.

In keeping with the requirements of the Education Act and the Personal Health Information Protection Act, informed consent will be sought prior to conducting intelligence or behavioural tests, or prior to the involvement of Psychological, Speech and Language or Social Worker staff.

Secondary schools will receive information about registered Grade 8 students in advance of the student attending the secondary school to help establish an appropriate program for the student.

The secondary school will share information about each student's progress through secondary school with the student's previous elementary school to support continuous improvement of the elementary school program for all students.

Secondary schools will send information of potential graduates (contact information, marks and transcripts) to Ontario Colleges and Universities to support the student's post-secondary applications.

Student home addresses may be released to the Chatham-Kent Lambton Administrative School Services (CLASS) - Student Transportation Services department - and the contracted bus company responsible for transporting students to and from the school in order to administer the board's contracted bus program.

School activities may be reported in school and board newsletters, and on school and board websites. Individual students will only be photographed and identified with appropriate consent.

The media, such as newspapers, television and radio, may be invited to the school for the purpose of reporting on newsworthy events or activities such as graduations, student achievements/awards, and current events. Their reports may include non-identifying photos of groups of students. Individual students would only be photographed or identified with appropriate consent.

Students participating in extra-curricular activities or events where the public is invited, i.e. field trips, school concerts, school teams, may be photographed and/or reported on by media or the general public.

Students may be recorded or photographed by their classroom teacher in school or during school activities as part of their educational program. Photos may be shared with the class and parents as appropriate.

Students may participate in video conferencing (a technology which allows for two or more locations to interact via simultaneous two-way video and audio).

Ridgetown District High School 7-12

Phone numbers will be used on telephone lists.

Examples include:

- emergency contact lists to facilitate contact with parents during emergencies (e.g. inclement weather);
- safe arrival programs, which may be staffed by parent volunteers, to contact parents where a student is absent and the parent/guardian has not notified the school of the absence;
- volunteers, authorized by the principal, to contact parents regarding school related activities which benefit the student and the school community and require parent involvement.

Parents/guardians/adult students are asked to complete a Student Medical/Health Data forms for the purpose of developing a medical emergency plan for the student, or an Administration of Medication in School form for the purpose of administering medication to the student.

In compliance with the Personal Health Information Protection Act, student health numbers (OHIP) will not be collected; however parents/ guardians/students may be invited to volunteer such information for students going on field trips to facilitate medical services if needed.

Student work, including student names, may be displayed in the classroom or in school hallways, or may be shared with the public through science fairs, school and board newsletters, writing/colouring/poster contests, community events, fairs, and similar events/locations outside the school setting.

Student accidents that take place during school or on school-sponsored activities will be reported to the LKDSB insurer/OSBIE (Ontario School Board Insurance Exchange). Reports will include the name of the injured student(s) and details about the incident as well as the name and contact information of the witnesses to the accident.

Surveillance equipment may be used in schools and on buses to enhance the safety of students and staff, to protect property against theft or vandalism, and to aid in the identification of intruders and of persons who endanger the health, wellbeing or safety of school community members.

Student names and/or photographs may be printed in school programs e.g., commencement or graduation programs, school plays and musical productions, student awards, academic and athletic awards or plaques, school brochures, honour roll and classroom assignment during school and semester start up) and in school yearbooks.

Questions regarding the information contained in this notification may be addressed to the school principal or the Freedom of Information Coordinator of LKDSB. Please communicate any concerns you have with regards to the sharing of personal information in any or all of the above-mentioned by contacting the school principal as soon as possible. The above will apply unless an objection is filed with the principal and an alternative resolution can be found.

These procedures are designed to ensure the privacy of students in the school and for students within the jurisdiction of the Lambton Kent District School Board, and are in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Adult students (over 18 years of age) are also requested to inform the Principal **in writing** if they do not wish to be photographed, audiotaped or videotaped during the school year.

Ridgetown District High School 7-12

Smoking

The Smoke-Free Ontario Act, 2017 was proclaimed in Ontario on Wednesday, October 17, 2018. This law prohibits the use of tobacco, electronic-cigarettes (e-cigarettes) to vape any substance, and smoking cannabis (medical and recreational) at school and within a 20m distance of the perimeter of the school on public property (including sidewalks and roads) (<https://www.ontario.ca/laws/statute/17s26>). This means that visitors, staff and students are no longer able to smoke and/or vape any substance anywhere close (within 20m) to the school building, grassed area, athletic field or parking lot. The previous bylaws allowed smoking on sidewalks, but this new provincial law does not. This law also requires that all ashtrays and similar items be removed (i.e. the outdoor ashtrays will be removed). If you wish to have more information on how we are going to respect this law, please contact the main office.

To help individuals that may find it difficult to remain smoke/vape free throughout the day, the Chatham-Kent Public Health Unit is willing to provide the following services upon request at RDHS:

- Private Smoke Cessation Counselling
- Cognitive Behaviour Therapy to increase motivation
- Problem Solving strategies to assist with quitting
- Lung Association Group Sessions for 4-6 weeks
- Products to assist with nicotine withdrawal

Please see the office if you would like to discuss assistance with smoke/vape reduction and going smoke-free. We will help you any way we can.

To ensure compliance with this new law, administration at RDHS will be enforcing the no smoking/vape restrictions as set out in the Smoke-Free Ontario Act and the LKDSB policies (<https://www.lkdsb.net/Board/PoliciesRegulations/Policies/Smoke-free%20Environment.pdf>). Visitors, staff and students may also be referred to the Chatham-Kent Public Health Unit Tobacco Enforcement Officer, which may result in a significant fine.

Study Periods (For 11's & 12's)

Students on an unassigned period must be in the cafeteria, or the library, not in the halls. No card playing or loud music is allowed. Students must remain in the chosen area for the duration of the period without going to lockers.

Want to Quit??

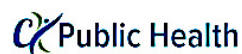
Tips

- Drink water-with crushed ice if possible
- Deep Breathe - Take a deep breath, hold for two seconds, then let it out
- Delay the urge to smoke - put it off for a few minutes
- Do something else - try a different activity
- Keep a diary of how much and where you smoke
- Get support from friends, family and/or professionals
- Make your home and car smoke-free

Changes After Quitting

- 20 minutes - your pulse and blood pressure return to normal
- 8 hours - carbon monoxide levels in your blood drop
- 24 hours - your chance of having a heart attack drops
- 72 hours - you can smell and taste things better and breathing becomes easier
- 2 weeks - your circulation improves; walking becomes easier
- 1 year - you've cut your risk of heart disease in half

Chatham-Kent Public Health Unit 519-352-7270 www.ckpublichealth.com



Ridgetown District High School 7-12

Synervoice

In order to improve communication between RDHS and parents, the office uses an automated call home system called Synervoice. This computerized system will inform parents of a student's absences and lates during the school day. Important information may also be sent home by Synervoice throughout the year.

Textbooks

All textbooks are supplied free to the student by the school. These must be returned in good condition at the end of each semester or the student must pay for the book. The student's signature upon issue and return of the text will serve as the only receipt. All lost textbooks are charged at the full price as they need to be replaced.

Trespassing - Private Property

As a student of this school, you are expected to respect the property of others who live in the area of the school or on streets traveled by you on your way to school.

Visitors to the School

All visitors, including individuals authorized to be on school premises, must report their presence to the school office and obtain permission to remain on the school premises. A person is not permitted to remain on school premises if the person fails to obtain permission as noted, unless the principal has pre-authorized an alternate procedure. Such pre-authorized procedures may apply to a person employed or retained by the board or a person who is otherwise on the premises for a lawful purpose (e.g. delivering mail, voting, approved Community of Use activities, etc.).

Authority to be on school premises does not entitle a person to have access to all areas of the school premises.

Despite being an authorized person to be on school premises (e.g. a parent or student), under the Access to Premises Act a person is not allowed to remain on school premises if, in the judgment of the principal or designate, his/her presence is considered detrimental to the safety and well-being of a person on the premises.

A principal has the duty under the Education Act to refuse to admit to the school or classroom a person whose presence in the school or classroom would, in the principal's judgment, be detrimental to the physical or mental well-being of the Pupil. The Trespass to Property Act also provides authority to deal with a person not acting in a lawful manner such as entering premises when entry is prohibited or failing to leave after being directed to do so by the occupier of the premises or a person authorized by the occupier. Such matters under the Trespass to Property Act are normally referred to a police officer.

Ridgetown District High School 7-12

Withdrawing from Classes

Students may not withdraw from a class without permission from Guidance, the class teacher, the parent /guardian (not required for students over 18 years) and administration. Students must remain in the class until all paperwork is completed.

If a student withdraws from a class after the full disclosure date, the mark for the course will appear as a withdrawal on the transcript. Full Disclosure dates are approximately 3 months into the semester.

No classes may be dropped two weeks prior to the exams.

All students must take at least 3 courses unless by permission of administration.
