



RICHMOND HILL HIGH SCHOOL

201 Yorkland Street, Richmond Hill, ON L4S 1A2

Phone: 905-884-2131

Fax: 905-884-9653

Email: richmond.hill.hs@yrdsb.ca

Website: <http://richmondhill.hs.yrdsb.ca/>



School Start-Up Package
2016-2017

School Trustee: Corrie McBain (416) 219-7426
School Superintendent: Rita Russo (905) 884-4477
School Principal: Sandra Haliburton
School Vice-Principals: Robert Cotey, Susie Mitchell and Paul Ruytenbeek

Dear Parents/Guardians,

On behalf of the staff at Richmond Hill High School, it is my pleasure to welcome all new and returning families to the 2016-2017 school year. We are looking forward to an exciting year in which we will continue to build upon the long standing tradition of excellence for which RHHS is known. The staff and Student Council have already begun to make plans for the upcoming year, and we anticipate that our students will get involved and be prepared to excel in academics, athletics, the arts, and citizenship.

To help our families prepare for life at RHHS, we are providing this handbook which contains important information about our school. In addition, at the beginning of the school year, you will receive forms that you need to complete (see the back of this package) and the YRDSB Guide to the 2016-2017 School Year. Please take time to review the information provided and feel free to contact the school if you have any questions.

As we firmly believe that student success and well-being are dependent upon strong home-school partnerships, we encourage all parents/guardians to provide input into school improvement initiatives through School Council. On that note, we would like to officially invite all parents/guardians to attend our School Council meetings. The first meeting of the school year will be held on Monday, September 19, 2016 at 7:00 p.m. in the library located on the second floor. Below are dates for the 2016-2017 meetings.

2016-2017 School Council Meetings

- September 19, 2016
- October 17, 2017
- November 21, 2016
- January 23, 2017
- April 24, 2017
- May 15, 2017

As gold certified Eco-School we ask that all members of our school community support our environmental initiatives. Please encourage the use of our reusable water bottle filling station and reduce plastic bottle use.

We have a dedicated staff with a strong commitment to student well-being and achievement, and to creating an environment where everyone feels safe, welcomed and respected. We look forward to working closely with you in the months ahead. Together we can ensure that we have a successful and rewarding school year.

Sincerely,
Sandra Haliburton
Principal

Information Package and Form Checklist

This package includes important information about the school, and a number of forms that you need to complete for each child.

Please return the completed forms to your child's period 1 teacher by Thursday, September 15th, 2016.

Required Forms

These forms must be completed.

- School Startup Permission Forms
- Policy Agreement

Additional Forms

These programs or opportunities are optional. These forms must be completed **only** if you or your child wishes to participate.

- School Council Nomination Form
- Student Accident Insurance Enrolment Form
- Volunteers in Our Schools

If your son/daughter will be participating in sports activities, additional forms must be completed and are available at the school (Informed Consent Agreement – Sports, Parental Permission for the Transportation of Students, Emergency Contact Information).

Our School

Mission Statement: Richmond Hill High School maintains a reputation of academic excellence, a strong sense of belonging, and a commitment to student involvement in both school and community life.

Vision Statement: Richmond Hill High School is dedicated to developing our students' academic excellence, love of learning, personal growth and sense of responsibility to the global community.

Motto: Dare to Be Wise

School Colours: Green & White

Office Hours: 8:00 a.m. to 4:00 p.m.



School Day Organization:

REGULAR TIMETABLE		ASSEMBLY TIMETABLE	
HOMEROOM/ ANNOUNCEMENTS	8:50 – 8:55 a.m.	HOMEROOM/ ANNOUNCEMENTS	8:50 – 8:55 a.m.
PERIOD 1	8:55 – 10:10 a.m.	PERIOD 1 /ASSEMBLY	8:55 – 10:50 a.m.
PERIOD 2	10:15 – 11:30 a.m.	PERIOD 2	10:55 – 12:00 p.m.
PERIOD 3	11:35 – 12:50 p.m.	PERIOD 3	12:05 – 1:10 p.m.
PERIOD 4	12:55 – 2:10 p.m.	PERIOD 4	1:15 – 2:20 p.m.
PERIOD 5	2:15 – 3:30 p.m.	PERIOD 5	2:25 – 3:30 p.m.

Subject Heads

Alternative Education	Lewis Fried
Business	Claudia Pestrin
Community Based Education	Susie Tzimika
Computer Studies	Paul Mangat
Drama	Janet Williamson
English	Sean Pomakov
English	Sebastian Cimetta (Assistant Head)
Geography	Denis Fortier
ESL	Carina Garzon
Family Studies	Helen Stinson
Guidance	Alan Wasserman
History	Roger Bennett
Library	Pat Coleman
Mathematics	Carmen Sinatra
Mathematics	Carina Park (Assistant Head)
Modern Languages	Teesha McNeilly (Interim Head)
Music	Tim Henry
Physical Education	Jaimie Walker
Science	George Del Bianco
Science	Wilma Cheung (Assistant Head)
Special Education	Bradley Clayden
Special Education	Alex Seretis (Assistant Head)
Technological Studies	Adrian Johnson
Visual Arts	Vivian Chan

Academic Honesty Policy and Procedure

Value Statement

Richmond Hill High School students are expected to think independently and behave honestly. True learning in an intellectually stimulating environment is enhanced when students consistently demonstrate respect for the intellectual property rights of others. Consequences for academic dishonesty will involve a combination of both behavioural and academic responses.

Definitions

Academic Honesty refers to students providing original evidence of their learning and appropriately acknowledging the work of others.

Cheating is the attempt to gain an unfair advantage, which may misrepresent the demonstration of a student's learning or the learning of others. Cheating *includes* giving away one's own work knowing it will be misrepresented.

Plagiarism refers to representing someone else's ideas, writing or other intellectual property as one's own. Any use of the work of others, whether published, unpublished or posted electronically, must include proper acknowledgment.

Procedure for Suspected Academic Dishonesty

- The student and teacher, in consultation with parents and administration, will engage in a conversation to seek information and understand the circumstances.
- The teacher, in consultation with administration, will consider any mitigating factors.
- The teacher, in consultation with administration, will determine academic and behavioural consequences that maintain the integrity of the learning.

Consequences and Responses to Academic Dishonesty

Consequences for academic dishonesty will involve a combination of both behavioural and academic responses.

- Academic Responses
 - I. Re-do the original *in whole or in part*, or complete an alternate assignment in order to demonstrate learning of the expectations; a mark of zero may be assigned;
 - II. Complete an assignment about academic honesty;
 - III. The teacher will use professional judgement, based on data, to determine a student's overall grade at the end of the course.
- Behavioural Responses
 - Disciplinary restorative action that supports the student's awareness of and accountability for his or her actions that may include:
 - I. Detention
 - II. Time in the Student Success Room
 - III. Restorative reflection

Accidents at School

All injuries must be reported to the person providing supervision or the Main Office. Accident insurance forms are available in September. Students participating in athletics are strongly encouraged to consider this type of insurance.

Allergies/Medical Conditions

There are students and staff members in our school who have life-threatening allergies to nuts and other allergens. If they smell or come into contact with these foods, they may have an anaphylactic reaction.

To help create an allergen-safe environment, do not bring any nuts and scent products to school.

If your child has a serious or life-threatening allergy or medical condition, let the school know immediately and speak to the school office about completing the appropriate medical forms.

Anti-Gambling

We actively promote an academic environment and strongly encourage the use of the school's resources to enhance learning and positive social interactions during the school day. Consequently, gambling is not permitted in the school building, on school property, or in association with school activities. Students participating in gambling activities will be subject to disciplinary action.

Alcohol and Drugs

It is the policy of the York Region District School Board that students must not be under the influence of alcohol or drugs and that alcohol, drugs, or drug paraphernalia must not be brought to school or school events.

This will result in suspension and/or expulsion for the student involved. The York Regional Police will be contacted.

Arrivals, Departures and Parking

Parents/guardians who drive their children to and from school should use the drop-off loop at the west side of the school. **If you have to enter the south parking lot, please do not block the path of the school buses.**

Students who drive to school must have a Richmond High School Student Parking tag display and register their car at the Main Office. Parking is not allowed in the Emergency Vehicles/Bus Route.

NOTE: Registration does not guarantee a parking spot. Students who fail to comply with the parking regulations may be towed at their own expense

Please see the YRDSB website www.yrdsb.edu.on.ca for information on entitlement to transportation. Information about bus routes and times can be found at www.schoolbuscity.com.

For students who take the bus to school, please see the Guide to the School Year for information about behavior expectations.

Students who use bicycles, rollerblades, skateboards or scooters to travel to school:

- Must wear a helmet.
- Must walk while on school property.
- Should lock bicycles on the bike rack.
- Must store rollerblades, skateboards or scooters in their locker or backpack.

The school is not responsible for any lost or damaged personal items. Note: rollerblades, skateboards or scooters and other similar equipment are not allowed to be used inside the school.

Assemblies

Assemblies are valuable opportunities for purposes of distribution of information, school spirit building and recognition of achievements. An important element to the success of an assembly is attentiveness, appropriate and respectful behaviour. Students are expected to attend and remain for the duration of the assembly.

Assignment Policy

Timely Completion and Submission of Assignments: Policy and Procedure

Richmond Hill High School students are responsible for providing evidence of their achievement of the overall curriculum expectations within the time frame specified by the teacher, and in a form approved by the teacher. There may be consequences for not completing assignments for evaluation or for submitting assignments late.

Definitions

Evidence of Student Learning: Evidence of student achievement for evaluation is collected over time from conversations, observations and student products. A balance between these sources is determined by department members and communicated through the course of study.

Late Assignment for Evaluation: An assignment for evaluation that is submitted any time beyond the collaboratively planned and clearly established and communicated deadline.

Missed Assignment for Evaluation: An assignment for evaluation that has not been submitted cannot be evaluated.

Procedure for Late and Missing Assignments

- The student and teacher will engage in a conversation to determine the reasons for late/missed assignments and find a solution to complete the assignments.
- The teacher will consider any mitigating factors.
- The teacher, in consultation with administration and parents, will determine an appropriate response.

Consequences and Responses for Late and Missing Assignments

In consultation with the student, parents, and administration, the teacher will apply one of the following responses:

- The student will complete and submit the late, missed assignment within a renegotiated timeline, respecting the need for the teacher to provide feedback to all students in a timely manner
- In special circumstances, an alternate assignment or other alternate evaluation of the curriculum expectations may be offered by the teacher with a set timeline for completion by the student

In the event that the response has not been successful:

- A late assignment may receive a reduced mark
- A missed assignment may receive a mark of “zero”

Athletics

Get involved! A high school experience is not complete without a healthy dose of non-academic activity. At Richmond Hill High School there is no shortage of sports teams. As a member of a team one can develop leadership skills, have fun and most importantly make new friends. The following sports teams (subject to change) may operate during the three athletic seasons at Richmond Hill High School:

Fall Sports:

Football	-junior, senior boys
Basketball	-junior, senior girls
Volleyball	-junior, senior boys
Outdoor Soccer	-junior, senior boys
Cross Country Running	-co-ed junior, senior
Tennis	-co-ed junior, senior
Cricket	-varsity boys

Winter Sports:

Basketball	-junior, senior boys
Volleyball	-junior, senior girls
Swim team	-co-ed, junior, senior
Badminton	-junior, senior, boys and girls
Hockey	-varsity boys
Curling	-varsity boys, girls
Indoor Soccer	-varsity boys, girls

Spring Sports:

Ultimate Frisbee	-co-ed
------------------	--------

Lacrosse	-junior, senior boys
Track and Field	-junior, senior, boys and girls
Outdoor Soccer	-junior, senior girls
Spring Sports (con't):	
Flag Football	-varsity girls
Baseball	
Slo-Pitch	-varsity girls
Table Tennis	-varsity boys, girls
Rugby	-junior boys
Co-ed Volleyball	-junior, senior

Athletic Awards:

Students may earn points towards an athletic letter by participating in athletic programs at Richmond Hill High School.

- Junior Letter: 100 points
- Senior Letter: 200 points
- Overall Point Winners: 350 and 400 points
- Outstanding Contribution to Athletics: male and female
- Athlete of the Year (grade 9, junior, senior, graduating)
- Dean Logan Award
- Team MVP and MIP

Spectator Behaviour

The school's code of behaviour applies at all extracurricular activities. Being a spectator at school events is a privilege, not a right. This privilege may be withdrawn for inappropriate conduct.

Attendance Policy

Students are required to attend and participate in all scheduled classes. All students are responsible for completing work missed when they have been absent for any reason.

Absences with Prior Notice

Students who are ill or absent are asked to have a parent or legal guardian call the school at (905) 884-2131 ext. 1002 between 8:00 and 9:00 a.m. on the day of the absence. Please identify the student's first and last name/Grade and homeroom teacher, and provide a brief explanation as to the reason for the absence. The school may request that absences be verified by a note from a parent or physician even if a phone contact has been made.

Absences without Prior Notice

Students absent from any class must:

- Submit a note to the Attendance Office accounting for the absence
- Obtain an absence slip from the attendance office
- Show the absence slip to teachers of all classes missed

Absences without parental approval are considered trancies/skipped classes

Students 18 and over with excessive absences are not acting responsibly and their behaviour will be addressed by administration.

Illness at School

Any student who becomes ill at school must report immediately to the Attendance Office. Office staff will contact parents/guardians and may make necessary arrangements for the student to leave the school. Students under 18 years of age must not leave the school without home contact being made by the office staff. Students 18 and over must sign out at the Main Office.

Extended Absences

Students who will be absent for more than three days must complete the “Extended Absence” form available in the Attendance Office. The form must be shared with each classroom teacher for a mark update, list of work to be completed during the absence, and a teacher signature. The completed form must then be submitted to and signed by a Vice-Principal at least three days prior to departure.

Late For Class

Remember - Arriving late to class is very disruptive and affects everyone in the room!

Be considerate - be in class on time.

Students who are less than 15 minutes late must report directly to their class. Consequences may be assigned. Fifteen minutes after the class begins the class attendance pages are sent to the office so students arriving after this time must report to the Attendance Office to sign in. If tardiness becomes excessive the teacher may contact a parent and/or refer the student to a Vice-Principal.

Signing Out for Illness or Appointments

If you need to leave school (outside of your lunch period) you must:

- Submit a note from your parent or guardian (approving the absence) to the Attendance Office and obtain an ABSENCE SLIP on the morning of the early leave.
- If signing out will result in missing a scheduled course evaluation (eg. test or presentation), the student (no matter the age) must speak to the teacher of the class before leaving the school.
- All students whether 18 years or older must behave responsibly and attend school regularly.
- SHOW THE ABSENCE SLIP to your teacher at the beginning of the class which you will be leaving.
- SHOW THE ABSENCE SLIP on the following day to teachers for all missed classes .

Our automated phone system reports unexplained late and absence to each student’s home.

Parents and students should ensure that the school has current mailing address, email and phone numbers at all times. Parents are encouraged to provide their email addresses to the school to receive important RHHS communications.

Bullying

Bullying can change lives forever. Bullying can only be solved if staff and students work together. Please review the Board website www.yrdsb.ca for more information. All of us can make a difference and prevent and/or stop bullying.

What to do:

If you are being bullied, or if you are worried about someone else who is being bullied, the most important thing to remember is to talk to someone you trust. See a guidance counselor, teachers, administrator or Kids Help Phone 1-800-668-6868.

What not to do ... Don't hide what is happening from the adults or peers you trust. **And remember...**

- Nobody has the right to harm other people by hitting them, calling them names or doing anything which is intended to be hurtful.
- Bullying is wrong whatever the age of the person who is doing the bullying.

Help Other People

You can help other people who are being bullied. Encourage them to talk to an adult, or offer to talk to an adult on their behalf. If it is safe to do so, you might be able to let bullies know that you do not like what they are doing. You can also help by taking part in our school's anti-bullying activities.

Caring and Safe Schools

The York Region District School Board and Richmond Hill High School are committed to creating and sustaining caring and safe schools which promote student learning, achievement and well-being. Each student has the right to learn in positive and respectful surroundings free from harassment and discrimination. Inclusive, accepting, respectful and healthy relationships allow individuals to reach their full potential. This is consistent with all Board priorities, policies and procedures, and the Ontario Human Rights Code. The full policy (#668.00) is available on the Board website and in the Guide to the School Year.

Co-Curriculars

Get involved! A wonderful aspect of high school life is taking part in activities with other students. We hope that you will participate in some of the groups and clubs which are available to students throughout your high school education. You will be able to make new friends, become part of a team, develop your leadership skills, achieve success in a group setting and have a lot of fun! Our school community offers many opportunities for you to try new things and share ideas with others. Clubs are always looking for new members throughout the year. If you are interested in joining any of the clubs listed below please speak to the teacher advisor.

Clubs

Aeronautics/Space (RASA), Animania, Art Club, ASA, Badminton, Best Buddies, Biology, Books for Africa, Cancer Society, Cause 4 Paws, Chemistry, Chess, CompSci, Cultural, Dragon Boat, Dynamics, Debate, DECA, Environmental, Empowering Student Partnership, Engineering, Equity/GSA, Film, French, Greenhouse Project, Guitar, Hip Hop, Improv Team, Inverstors, Islamic Knowledge Group, Knitting/Sewing/Crafts, Korean Students Association, Literature, Math, Mock Trials/Law, Model United Nations, Mental Health Awareness, Origami, Prefects, Random Acts of Kindness (RAK), Reach for the Top, Heart and Stroke, Ski and Snowboard, STAND, String Ensemble, Students 4 Children, Table Tennis, Tech Crew, Traditional Gaming Society, World Action Council, Youth Action Council, Youth Alive Christian Fellowship

Committees

Prom, Prefects, Yearbook

Councils

Athletic, History, Music, Student

Code of Student Conduct

The Board Code of Student Conduct is part of Policy #668.0, Caring and Safe Schools.

Students are expected to demonstrate behaviour that is respectful and courteous at all times. This includes demonstrating respect for each other and our communities. Students are expected to follow these rules of behaviour on school property and during Board or school-sponsored events and activities.

The Ontario Code of Conduct sets clear provincial standards of behaviour for students, teachers, parents, volunteers and other staff members, whether they are on school property, adjacent property, on school buses or at school-authorized events or activities. It is through these guidelines, the Board policies and the school rules that a safe, respectful school environment is established. Students and staff are expected to respect and comply with all applicable laws and Board policies.

Respect For Self includes:

- monitoring one's behaviour and accepting responsibility for individual actions, words and gestures
- engaging in conversations using respectful language without the use of profanity
- abiding by the Dress Code that is appropriate for a school environment
- developing a healthy, active lifestyle, free of drugs, alcohol and tobacco
- striving to do your best
- being honest in your approach to learning
- learning from your mistakes

Respect For Others includes:

- treating others with dignity and respect and without discrimination due to race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age and/or disability
- respecting the privacy, property and rights of others
- respecting persons who are in a position of authority
- respecting the need of others to work in a positive learning environment
- arriving to class on time
- respecting everyone's right to an education by being courteous in classrooms, hallways, the library and assemblies
- respecting everyone's right to physical and emotional safety so they can be free of fear or intimidation
- respecting those with food/scent allergies
- refraining from eating or drinking on the second floor

Respect For Property includes:

- treating the school building, grounds, and equipment with respect and care
- taking proper care of lockers, textbooks, the cafeteria, classrooms, and equipment
- supporting the Richmond Hill High School "Green" initiative to reduce, reuse and recycle
- placing waste in the appropriate garbage container and recycling bottles, cans and paper in the appropriate recycling bin
- removing liquids before recycling juice boxes and throwing straws in garbage bins

Respect For Authority includes:

- abiding by the rules of the school and the Board
- providing your full name when requested to do so by a staff member (Administrators, Teachers, Educational Aids, Secretaries, Custodians, Cafeteria Staff and Bus Drivers)

Studentship includes:

- arriving at each class on time, with the proper texts, notes and equipment
- respecting the rules of the classroom
- abiding by the teacher's directions
- completing homework and assignments on time or communicating with a teacher, in advance, if unforeseen circumstances arise
- attending to tests and/or exams as scheduled
- informing teachers in advance of any absence except in an emergency situation. (All absences require written verification from a parent or a medical practitioner.)

Communication between School and Home

Parents/guardians are our most important partners in educating children. We communicate with you in a variety of ways throughout the year.

Email

To improve communication between home and school and reduce paper use, we coordinate an email distribution list. The list will be maintained and used only by school staff to communicate electronically to parents/guardians. Your email will not be sold, distributed or publicly posted.

Canada's Anti-Spam Legislation (CASL)

Canada's Anti-Spam Legislation (CASL) impacts how schools, staff and school councils communicate electronically to parents. CASL prohibits the sending of any type of electronic message that is commercial in nature (e.g., registration fees, pizza days, field trips, fundraising, etc.) unless the recipient has provided specific and informed consent. CASL does not apply to electronic information messages or to hard copy formats.

Stay Connected Online

In addition, you can follow Board news and updates at www.yrdsb.ca, on Twitter @YRDSB or by downloading the Board app "YRDSB Mobile."

Computer Use Policy

Rationale

It is the intent of Richmond Hill High School to provide electronic educational resources and services, including wireless access to the Internet, to all students and staff. The following guidelines are in place to ensure that network security and integrity are maintained and that all users understand the responsibility that accompanies the privilege of computer use.

Each user has a personal responsibility to adhere to the intent, spirit, and rules as set out in this policy and the York Region District School Board's Policy #194, *Appropriate Use of Technology* linked on our school's website. Contravening these policies may result in progressive discipline to address student behaviour. Use of the school network and information technology resources is for educational purposes only.

Summary of Specific Rules of Conduct

- a) All expectations of the school's Code of Behaviour are considered to be appropriate and in effect when using computers at Richmond Hill High School.
- b) All use of the Internet and the school's computer network must be in support of curriculum based research and consistent with the educational purposes of Richmond Hill High School
- c) The user is responsible for his/her school network account and computer. The sharing of accounts is strictly prohibited and the user must keep his/her password confidential
- d) The user shall not interfere with the functioning of Richmond Hill High School's network, or any other network and will not attempt to find or exploit any gaps in system security on the Richmond Hill High School network or any other system.
- e) The user is responsible for the content of messages sent from their account. All e-mails should be composed as if they could and will be read by the entire world.
- f) The user shall not use his/her account or computer while at school to access, create or distribute any material, which may be considered as obscene, pornographic, homophobic, harassing, racist, inflammatory, malicious, fraudulent, or libellous.
- g) The user shall respect the intellectual and property rights and laws, including copyright, of others. Plagiarism will not be tolerated.
- h) All personal devices must have the latest updates for operating systems, virus protection software and software intended to ensure the safety and security of the machine. Files from outside sources (home, Internet, etc.) **MUST** be virus scanned before being used on the school network.
- i) The user will not download or upload any executable (program), MP3, images, audio or video files from or to the Internet, without the express permission of the teacher. No posting of images, sounds or videos recorded within the school or on the school grounds is permitted without the express permission of the School Administration.
- j) The user shall treat all computer equipment with care and respect. Report any damage to the supervising teacher immediately. No food, drink, or snacks are to be consumed anywhere near a school computer.

Consent for Information Sharing – Students at the Age of Majority

Once a student reaches the age of majority (18) all communications regarding their school matters (e.g., absences, etc.) will cease to go to the parents/guardians as the student is deemed an adult for the purposes of the Education Act [S.1 (2)]. A student may complete the **Consent for Information Sharing – Students at the Age of Majority Form** to provide express approval for the school to contact parent(s)/guardian(s). Form is available at the school.

Daily Announcements

Announcements are posted on the LCD monitors or read over the P.A. system. Announcement scripts must be :

- legibly written on an announcement form
- signed by a staff advisor
- submitted by 8:30 am on the day it is to be read

Dances, including Semi-Formal, Prom, and Banquets

- A maximum of one guest per student will be allowed.
- Guest students must have an I.D. with name and photo to enter the dance.
- Guests must complete a guest request form which must be returned to the office two days prior to the dance.
- All jackets and bags must be checked before admittance to the dance will be allowed. The locker area will be out of bounds to students.
- No in-and-out privileges.
- Doors/entrance to the event will be pre-determined and communicated to participants.

Dress Code

The school's dress code is designed to protect students' safety and well-being and maintain an academic focus in the school. Richmond Hill High School has a mandatory dress code that students must respect. Students are expected to dress in a manner that does not detract from the teaching and learning process.

Clothing guidelines:

- Clothing must be respectful to our school community members and will not display inappropriate language, slogans, profanity or graphics.
- Tops must meet bottoms. Midriffs must remain covered at all times.
- Underclothing must not be visible.
- Hats and hoods will not be worn inside the school. Exceptions are made for religious or medical reasons.
- Shoes must be worn at all times.

Excessive exposure of the body is not acceptable for a school environment, thus the following are not allowed:

- Strapless tops, tops with spaghetti straps, and "muscle shirts"
- Shorts/skirts and/or dresses that are inappropriate in length

If you are found in violation of the dress code you may be asked to:

- Turn the piece of clothing inside out:
- Wear something over the offending piece of clothing
- Change into something else
- Give the offending item to the teacher, principal, or vice-principal
- Go home to change



Ecoschools: A Green Initiative

- The EcoSchools Green Initiative is a community-based and government supported movement to develop schools with a holistic focus on six essential environmental goals: teamwork and leadership, energy conservation, waste minimization, ecological sustainability, green curriculum, and environmental stewardship. Respect for the environment is a focus for Richmond Hill High School and we are proud to have been assigned a Gold Eco-Rating by the Ministry of Education on numerous occasions. Congratulations to all of our students, teachers, and non-teaching staff for their wonderful efforts. It is our hope that we will continue to maintain this gold status for years to come.
- RHHS ECO SCHOOL GOLD TIP #1: Use our H2O bottle filling stations and reduce plastic bottle use.
- RHHS ECO SCHOOL GOLD TIP #2: Before recycling juice boxes remove liquids and throw straws in garbage bins.
- RHHS ECO SCHOOL GOLD TIP #3: Each classroom has a GOOS (good on one side) box for scrap paper that students are free to take. We also make pads from these recycled papers.

Electronic Devices

Cell phones and other personal communication devices must be turned off and kept out of sight during all instructional periods, except with the clear permission of the classroom teacher. If cell phones are used in class without the teacher's permission, an appropriate consequence will follow. Cell phones and/or electronic devices are permitted, only with permission of the teacher, in instructional areas for research and/or academic purposes. Instructional Areas include: Classrooms and Pods, Gyms, Library, Family Studies/Gym Office wing (pod), Guidance Office, and Portables.

Cell phones and/or electronic devices are permitted in all non-instructional areas. Non-instructional Areas include: Cafeteria, Front Foyer, Hallways, and Stairways.

The school is not responsible for personal items that go missing at the school.

Emergency Drills

The continuous buzzer is the signal to vacate the building. Students must proceed quickly, avoid crowding, and leave the building by the exit designated on the sign posted in each room. Once outside, everyone must move well away from the exits and the roads that emergency vehicles must access. Students must find their current teacher so attendance can be taken outside. No one may return to the building until a signal is given.

Emergency Information

Let office staff know as soon as possible if any of the following information changes:

- address, work or home numbers or other contact information
- emergency contacts and telephone numbers
- changes in custody agreements
- medical alert or changes in health condition (e.g. allergies, medications)

Food and Cafeteria

Food is to be eaten only in the cafeteria and on the first floor in order to maintain a safe and healthy environment. Food and drinks may not be eaten on the 2nd floor. Water bottles are permitted in classes. No other food or drink is permitted in classrooms.

The cafeteria is provided for student convenience. Students are expected to use the cafeteria, its furniture and equipment in a respectful manner. Garbage and recycling must always be placed in the nearest receptacles and trays returned to the servery.

Fundraising Guidelines - Cafeteria

- Events must be approved by administration
- An administrator must approve the foods served
- Major food-based events may take place throughout the day
- The Cafeteria Supervisor must be advised at least one week in advance of these events to allow for proper planning
- Fundraising event hosts are responsible for set-up, clean-up and any damage resulting from the event
- The cafeteria does not supply equipment for the event
- Events cannot conflict with previously arranged School or Cafeteria events
- Any food sold must adhere to the school guidelines concerning allergies, anaphylaxis and healthy content
- When food is sold – please be Eco-sensitive in serving materials and remind students what can be recycled.

Educational and Career Planning:

- Course planning and career information
- Tutoring and career counseling referrals
- Tips on study skills and time management
- Information on colleges, universities and apprenticeships
- School/work transition programs

- Scholarships/bursaries and financial aid information
- Night school/ summer school/ e-learning
- Community volunteering and exchange programs

Guidance

The Guidance Department offers a number of services, including support for academic and career planning, personal counseling, referrals to community resources, and support for the development of study habits and life skills. For more information, contact the Guidance Department.

- Appointments must be booked in the Guidance office before or after school or during non-instructional times (905-884-2131 ext. 1004 (8am – 4pm))
- Make the appointment in the appointment binder only under your alpha counsellor's name
- Show the slip to the teacher when leaving from or returning to class

Useful Phone Numbers:

24 hour Kid's Help Line: 1-800-668-6868 <http://www.kidshelpphone.ca/>

York Region Crisis Line: (416) 310-COPE (2673)

York Info – Community Information and Volunteer Centre

www.yorkinfo.ca 905 953-5110 Ext. 4860

Crimestoppers: 1-800-222-TIPS

Career and Educational Planning

Career Cruising:

This website enables the user to locate career information, explore different career options, or plan future education and training.

Site: <http://www.careercruising.com>

Username: yorkregion

Password: 50920

Course Changes and Deletions:

All course changes are made through the Guidance department. **Students must attend all classes until they are officially removed from the course by Guidance Services. Official removal from the course occurs when textbooks and a signed parent/teacher form are returned to Guidance and a student has received an updated timetable.** It is only then that a student may attend their new course or begin their supervised study period. In order to be admitted into the new class a student must show their teacher the updated timetable.

Students with Spares:

Students with spares are expected to be working quietly in the library, cafeteria or outside the school building. Students should not be in the halls or pods during class time.

Inclement Weather

In the event that buses are cancelled due to inclement weather, school will remain open. You can check the school website for information at <http://richmondhill.hs.yrdsb.ca/>. Information regarding bus cancellations will also be available by tuning into local radio and television stations or by checking www.schoolbuscity.com. Bus cancellations do NOT mean that the school is closed.

Immunization

The York Region Health Services is required by the Immunization of Schools Pupil's Act RR.O 1990 Reg. 645 to ensure that each child attending school in York Region is fully immunized. **If you receive a request to update your child's immunization record, please do so immediately otherwise the school will be directed to suspend your child.**

Library

The library contains over 14,000 volumes of reference, non-fiction, and fiction books, magazines, videos, DVDs, electronic databases subscriptions and audio-visual equipment. Please respect the learning environment by keeping voices low when you are using the library for study purposes.

PLEASE ENROLL in the Richmond Hill High School Library Resource Centre Moodle at:

<http://moodle2.yrdsb.ca/login/index.php>. The first-time enrolment key is “**raiders**”. This moodle contains valuable information such as: book lists, links to and logins for online resources and electronic databases, research websites, library lesson presentations, reference citation guides, course subject assignment sheets, and library contest guides.

PLEASE RESPECT OUR RESOURCES. The following are not permitted in the library: food, beverages, coats, backpacks, sports equipment, and large bags. Students may only have bottled water in the library. Students **MUST** have a student card or timetable indicating their student numbers, in order to sign out library resources. **NEVER** allow others to take out library resources using your student card. The bearer of the student card is liable for replacement costs for lost resources. Students must adhere to our school's computer use policy when using library technology.

In most cases books can be borrowed for three weeks, magazines for one week, and videos for overnight use. To ensure circulation, the maximum number of library materials which any student may have on their account is three. Overdue fines are 20 cents per day, to a maximum of \$5.00 per library material. Students who lose resources will be required to pay replacement costs, and those students who incur excessive fines or costs may be required to perform community service in the library.

Locker Policy

- Students are assigned a locker and /or will share a locker and lock until the end of their graduation year and/or retirement from school. **All lockers and locks are property of the YRDSB and as such may be searched at any time, with or without the student's consent.**
- Students must keep their lock combination confidential.
- Students should use discretion in bringing large amounts of money or valuable personal property to school. (i.e. iPods, cell phones, technology)
- **The school will not be responsible for lost or stolen articles.**
- Students must make any necessary changes to the assignment of lockers through the Attendance Office.

School Bus Policy

Students must carry their bus privilege cards with them when they are traveling on the school bus. In order for students to maintain their bus privileges, they must co-operate with the driver and follow the bus rules.

School Council

As parents/guardians, there are many ways you can be engaged in your child's learning at home and at school. This includes getting involved with the school council. Contact school office staff for more information. To contact the School Council Chair please call 905-884-2131 and leave a voice mail message at extension 494.

Smoking Policy

Smoking, holding lit tobacco products and consuming any other tobacco products are not permitted on school property at anytime by anyone (staff, students or visitors), including in any vehicle. The use of electronic products such as electronic cigarettes, cigars and pipes as well as cartridges of nicotine solutions and related products are also not permitted on school property.

This is in compliance with the Smoke-Free Ontario Act which is enforced locally by York Region Community and Health Services and/or Board Policy and Procedure #461.0, Tobacco-Free Environment. The act also prohibits supplying and sharing tobacco to persons under 19 years of age and carries a fine for those who are not compliant. There is an exception for ceremonial use of tobacco by First Nation, Métis and Inuit students and staff.

A progressive form of discipline, involving suspension from school and fines, is in place for students who break the law. For more information, please contact York Region Health Connection at 1-800-361-5653, TTY 1-866-252-9933 or visit www.york.ca/tobacco.

Special Events

Athletic Banquet	Evening of One Act Plays	Post-Secondary Pathways Fair
Carnival	Grade 9 Camp Day	School Spirit Days
Commencement	Holiday Serenade	Semi Formal/Prom
Dances	Honour Music Weekend	Sounds of Spring Concert
Diversity Night	Parent/Teacher Night	Talent Show

Student Achievement Awards

Community Awards (subject to change)

Alfred Stong Award, Ann Gold Community Spirit Scholarship Award, Booth Award, Claude V. Wright Bursary, Cosmo Music Award, Donald Leno, Edna Izzard Memorial, Frank Hogg, J. Douglas Bonnell Award, Jean-Marc Iammatteo Award for History, Marie Lovie Award, Marie Pick Memorial Scholarship, Mark Simmons Award, Pick Memorial Scholarship, Richard Hill Historical Society Bursary, Robert Endean Award, Robert P. MacDonald Award for Proficiency in English, Rotary Club Scholarship, Sharon L. Collier Award, University of Toronto National Book Award, Walter's Music Award, York Central Hospital Medical Association Award

Student Council (STUCO)

STUCO is an active group of students who, with staff support and guidance, play a vital role in life at Richmond Hill High School. Run by and for students, STUCO is comprised of two entities, one being the executives, another being the grade representatives. The executives are each delegated different responsibilities at the previous year's election through student voting. Similarly, grade representatives are elected by their grade to participate in the Council meetings and act as a liaison for the student body. One of STUCO's primary purposes is to organize school functions for the student body and to raise school spirit. Some notable events on

the calendar are school dances and the annual Semi-Formal. We encourage students to get involved and participate in school events

STUCO welcomes new ideas and volunteers to our weekly meetings which are open to all students. STUCO elections are held in late May for both the executive and grade representative positions. STUCO's Constitution is available in the Student Council Office or on the school website.

Student Identification Card

Students must have their pictures taken on Photo Retake Day, September 11, if it was not taken on registration day, in order to obtain an identification card.

This card allows you to:

- use the library
- participate in school clubs and organizations
- identify yourself as required at York Region schools
- pay student fares on public transportation.

Textbook Policy

The YRDSB supplies textbooks on a loan basis. At the end of the semester it is each student's responsibility to ensure that all materials are returned to subject teachers in good condition. Students must return their textbook(s) or payment to cover their cost at the time of their exam.

Video Surveillance

Video surveillance cameras are located throughout the school. The school premises are monitored on a regular basis.

Visitors

Visitors, including parents/guardians, must:

- Use the main entrance to the school
- Check in at the main office upon arrival

The office staff will get important messages and materials to your child.

Volunteering in the School

We welcome and encourage the important role that parents/guardians and community members play in education. There are many opportunities for you to get involved at the school. For more information, contact the school office staff or review Policy and Procedure #280.0, Volunteers in Our Schools. If you are interested, please complete the Volunteers in Our Schools Form and submit a Vulnerable Sector Screening completed within the last 6 months (requirement for new volunteers) or sign the Annual Offence Declaration (for returning volunteers) and sign a Confidentiality Agreement.