

Welcome to *Richmond Academy*

2016-2017

Grade 9 to 12 Student Handbook

The following information is contained in this package.

- Policies on Student Life at Richmond Academy
- School Communication Plan
- Letter regarding Head Lice
- Letter regarding Student Allergies
- School Calendar
- Day A to D Schedule
- *Anti-Spam Legislation* Consent form (**please sign and return to the school**)
- *Permission to Leave School Grounds* Form (***Grades 11 and 12 only* – Sign and return if desired**)
- *Consent for Publication* Form (**please sign and return to the school**)

Please sign this front page and return it to the school, indicating that you have received and reviewed the information in this package.

Parents/Guardians should note that teachers will be providing their students with Course Outlines that lay out how they will assess student achievement, as well as their use of PowerSchool and the Parent Portal, *StraitUp*, and (if appropriate) plagiarism.

If you have any questions or concerns, please do not hesitate to contact the school at (902) 345-4949 to speak to the principal, Lois Landry, or vice principal, Jason MacLean.

Student Name (Please Print): _____

Parent/Guardian Signature: _____

Date: _____

Guidance Centre

Students are encouraged to take full advantage of the services offered in our school signing up in the guidance office for an appointment during their breaks or after school. Guidance staff will call students down from their classes when an appointment is available.

Cafeteria

Cafeteria services are available at the school throughout the year. All food consumed in the building is to be eaten in the cafeteria and students are to clean up after themselves.

Students are not permitted to bring food from restaurants into the school, though they may bring their own lunches. Cafeteria staff will not make change for students, nor will they provide students with condiments or cutlery, aside from that which is provided with food they purchase. Food cannot be purchased outside of student break times.

Lockers

All students have assigned lockers. Only the locks distributed by the school may be used on the lockers. Each student is responsible for maintaining his/her locker and must clean it periodically. Students may NOT share lockers. Students are NOT to be at their lockers between classes (unless a teacher deems it necessary).

Lockers are the property of the school and may be subject to searches by administration.

Student Fees

A student fee of \$20.00 for Richmond Academy will be charged to all students, payable to the school by the end of September. A family rate of \$30.00 for two or more siblings will apply, whether students are in grades 9 to 12 or 5 to 8. ***Revenue from this student fee will subsidize extra- and co-curricular activities for students, printing of student policies, incentives and awards, and locker rental, among other things.*** See our website (reca.srsb.ca) for a full list of how student fees are used.

Leaving School Grounds

Students in grades 11-12 require signed permission forms to leave school grounds during break times. Students in grades nine and ten are not permitted to leave school during break times unless accompanied by a parent or guardian. (***Permission to Leave School Grounds*** Form is attached.)

Smoking and Intoxicants

Smoking is not permitted on Richmond Education Centre/Academy property. Violations will result in suspension from school. Student possession and/or use of drugs or alcohol on school grounds are strictly prohibited.

Testing Policy

1. Students will not be expected to write more than two (2) regularly scheduled formal tests on any given day. The onus is on the student to inform the teacher as soon as the third (3rd) test is assigned.
2. Students who are scheduled to participate in school-related and sponsored activities are to inform teachers immediately if their participation creates a conflict situation with a proposed testing date.
3. When a student is absent, it is his/her responsibility to find out what work was missed whether it be notes, reading, assignments, homework, or tests. The student is responsible for all work covered in class whether or not they are present.
4. Absences may be excused by the school for legitimate reason. Students who have prior knowledge of a test that will be missed must make arrangements with the teacher beforehand to write said test.
5. Tests are to be designed for completion within a regular teaching period unless special arrangements have been made through the office.
6. Students caught cheating, will get a mark of zero (0).

Medication

No medications will be dispensed to students by school personnel or students without parental permission and proper paperwork. If a child needs medication, the parent/guardian must call the principal/vice-principal and then provide authorized permission, in writing, allowing for dispensing of medication. Such medication must be provided by the parent/guardian for their child. Medications may be kept refrigerated in the school office if needed. The school will not dispense Tylenol or Aspirin to students at school.

Extra-Curricular and Athletic Activities (See information re: Attendance)

Richmond Academy offers a wide variety of extra-curricular and athletic activities through Student Council. We strongly urge students to participate in at least one of them. School spirit depends upon the level of participation and our school can only be as good as the efforts students put into their studies and Student Council's activities.

- Students participating in and/or attending extra-curricular and athletic activities sponsored by the school are subject to the same code of discipline as if they were in a regular school setting.
- Students who may be required to attend meetings or functions during regular class time must receive permission to do so from subject teacher prior to attending the meeting or function.
- Students who participate in extra-curricular activities must be in attendance on the day of the event and the following day. (Only exceptional circumstances will exempt students from this requirement.) Students who remain in school after regular school hours for activities shall report to the area where the activity is scheduled to occur. Furthermore, it is the responsibility of the students to inform their parents/guardians of their expected time of return regardless of where the activity is taking place.

Student Vehicles and Parking

Students who take vehicles to school must drive carefully on school property. Students are to park their vehicles in the front parking lot and should not move their vehicles during instructional time. ***Students who drive inappropriately on school grounds will have their parking privileges revoked for a period determined by Administration.*** Students who do not adhere to these rules will not be permitted to park on school property. No

vehicles other than school buses are permitted in the Bus Loop. ***Individual insurance policies dictate whether students can transport other students in their cars.***

Scholastic Awards

Scholastic and Extra-Curricular Awards are given out at a ceremony held in June of each year. Extra-Curricular Awards are determined by staff advisors and/or coaches, as well as special recognition given by the NSSAF. Scholastic awards are determined using final marks from first semester and midterm marks from the second semester or full year courses.

For Students in Grades 10 to 12: Equal weight is given to marks whether they are final for courses which are complete or midterm marks for ongoing courses. The following marks are used to calculate averages:

- ***Grade 10: English, one math, one science, and two others.***
- ***Grade 11: English, one math, one science, and two others.***
- ***Grade 12: English, global (geography or history), one math or science, and two others.***

Marks in Advanced courses will be multiplied by 1.05.

For Students in Grade Nine, English, Second Language, Math, Science, Social Studies and the AVERAGE of all other marks are used to determine averages. For core courses, the cumulative April mark is used. For electives, final marks in each term or mid-term are used.

FOR ALL STUDENTS: NO MARK IN JANUARY OR APRIL CAN BE BELOW 70% TO QUALIFY FOR A SCHOLASTIC AWARD. MARKS FOR ADVANCED COURSES WILL BE MULTIPLIED BY 1.05, AND THE RESULTING MARK MUST BE ABOVE 70%.

Two types of Scholastic Awards are presented to students:

- **Distinction** is awarded to students with averages (calculated using criteria above) who have an average of 80% or higher.
- **High Distinction** is awarded to students with averages (calculated using criteria above) who have averages of 90% or better.

PLEASE NOTE: The school reserves the right to withhold Scholastic Awards for insufficient attendance.

School Code of Conduct

The Nova Scotia Department of Education and Early Childhood Development has recently revised its School Code of Conduct, by which all schools and Boards are bound. A copy of this document is available on our school's website (reca.srsb.ca) under both the PARENT and POLICY tabs. Please call the school for a paper copy if you are unable to access the online version.

Allergy Alert

Students and visitors are asked to **refrain from using scented products** while at the school. Of particular importance is that **NO NUT/PEANUT, TACO, or SHELLFISH products should be in the building at any.** *Our student body includes a number of people with severe allergies. We ask that students and parents/guardians be as vigilant as possible in what food products they bring into the school.* (See Attached Letter)

Richmond Academy Dance Policy

Student council will run all Richmond Academy dances. These dances will be held from 8:30 to 11:00 p.m. Doors close at 9:30 p.m. and no one will be admitted after this time unless prior arrangements have been made with the administration. Students are to enter the building as soon as they arrive and cannot sit in parked cars in the parking area. Students will be expected to sign in upon entry to the dance. No one who leaves the building will be readmitted to the dance.

No alcohol or drugs are to be used prior to or at the dance. Anyone who is even suspected of being under the influence of alcohol or drugs will be subject to consequences outlined in the Provincial School of Conduct:

Guests:

- Must be enrolled in a high school and be in grade 9, 10, 11, or 12.
- One guest per Richmond Academy student, and the guest must accompany the Richmond Academy student.
- Students must sign in their guests no later than LUNCH on the day of the dance so that their attendance at other schools can be verified.
- Students who are absent unexcused for all or part of the day a dance is held will not be permitted into the dance that night.
- Students from other schools who are removed from a Richmond Academy Dance may face a lifetime ban from further dances.

NOTE: For the Christmas Ball, Winter Carnival Dance, and Prom, students will be permitted to bring dates who are up to 21 years old, whether they are attending school or not. A letter requesting such a guest must be written to the school administration for prior approval.

All dances will be chaperoned by teachers and parents. Chaperones have the authority to remove students/guests from the dance. All outdoor overcoats, jackets, and backpacks must be checked in the coat check area. None may be worn in the dance area.

Electronics Policy

Electronics are a necessary part of life and can serve many purposes. This policy is intended to balance three competing issues: harnessing what electronics have to offer, offering students something to entertain them during (e.g., long bus rides), and ensuring they do not get distracted from important school functions while they are in school.

To that end, the following policies are in place at Richmond Education Centre/Academy:

- Electronics may be used during non-instructional time, including dances
- Students are permitted to use electronics during instructional time in any and all ways permitted by their teachers. This is intended to promote the use of electronics as an instructional aid and help students organize themselves in ways that mimic how they will function outside of school
- Electronic devices must be invisible during class time when teachers have not authorized their use.

Consequences for offences related to the Electronics Policy:

- First offense: taken from student , phone call, (two days or picked up by parent)
- Second offense: Same, but MUST be picked up by parent (not returned to student, unless impossible for parent to pick up)
- Third offense: Suspension or alternate consequence

Students are reminded that lost or stolen property is NOT the responsibility of the school. Valuable items should be safe-guarded by students.

PLEASE NOTE THAT PARENTS/GUARDIANS WHO WISH TO PICK UP THEIR SON/DAUGHTER'S ELECTRONIC DEVICES MUST DO SO AFTER 2:40 PM.

Attendance Policy

Attendance is a critical component of education. While withholding credits from students with attendance issues is a provincial initiative, Richmond Education Centre/Academy takes a more proactive approach that supports student learning and well-being while balancing the need to hold students accountable for attendance just as they would be in the workforce.

As such:

- Students will not be permitted to attend any extracurricular events on days they have been absent for any part that school day. The only exception will be students who produce a note regarding an appointment they attended that day (e.g., students who are at the dentist on a night where there is a hockey game or dance should bring a note from the dentist's office indicating they were at an appointment). While this has been policy in the past, it was not strictly enforced. It will be starting in September.
- Students who miss 10 or more classes in any of their courses (whether excused or unexcused) will not be attended to participate in any extracurricular events until they have attended school for five consecutive days without absences.
 - These include, but are not limited to: committee meetings, practices or games for school sport, attendance at any evening events including hockey games or dances.

- Once students have met the five days with full attendance rule, they will only be able to miss five more classes before they will be prohibited from participating in any extracurricular events for the remainder of the semester.

Note: The school appreciates that students often struggle with issues beyond their control during their high school career. This policy is intended to support student learning by ensuring they devote themselves to getting caught up when they have missed class time.

Test Make-Up Policy

Tests are one form of assessment, but they are crucial to determining what students have retained after a series of days or weeks of instruction. It is also critical that teachers return tests to students in a timely fashion so that they can see where they went wrong as they move forward in their courses.

This becomes very difficult when some students are absent when tests are written. Teachers can't return tests to the class when there are students who still need to write. Moreover, it is important that students move past units of instruction, which usually end with a formal test or quiz, so they can move onto the next unit or topic. When students still have tests hanging over their heads, they are unable to give their full attention to the work that other students are working on as they move forward onto new units or topics. This is yet another reason why students need to write tests in a timely fashion.

As such:

- Students who are absent on the day of a test and are excused will write the test on the first day of their return to school during lunch.
 - Students will be permitted to pre-order from the cafeteria or bring their own lunches and they will be excused from whatever period of the following class they may miss should they require additional time to write.
 - Students who do not report to the office to write tests at lunch will get a mark of zero.
- Students will not be permitted to attend any extracurricular events if they have any tests outstanding.
 - These include, but are not limited to: committee meetings, practices or games for school sport, attendance at any evening events including hockey games or dances.
 - Note: Administration will work with students to ensure they have opportunities to write any outstanding tests before extracurricular events (e.g., students can write tests before dances in the office beginning an hour before the doors for the dance open).
- Students who arrive on the property and have a test that day must write it before they leave should they have to leave for an appointment for instance (e.g., if a student has an English test at 1:40 but is leaving at noon for a dentist appointment, they must write before they leave or they will get a mark of zero).

Note: Students are reminded that absences that are not excused (called in by parent on the before noon that day OR have written note from medical professional) will get a mark of zero on tests missed.

Note: Teachers may make special arrangements based on individual circumstances. These arrangements are at the teacher's discretion.

Late Assignment Policy

One of the Essential Graduation Learnings for students in Nova Scotia is Citizenship. Many issues related to citizenship revolve around deadlines and timeframes so processes and systems can function in a timely and efficient manner. People who file their income tax forms late are fined, job postings close at a specific date and time, late fees are issued to loan payments that are overdue, and employers use lateness and delayed productivity as grounds for reprimand or dismissal.

To help students learn about the importance of having work passed in on time, teachers will implement the following policies in each of their courses:

- For assessments that are designed to provide students with opportunities to practice skills prior to a test or other formative assessment: late assignments will be penalized by 10% for each day the assignment/project/etc., that is late. Once the larger assessment (e.g., end of unit test, Friday quiz, etc.,) takes place, however, the assignment will receive a mark of zero. These end dates will be set by teachers. This is to ensure (a) that other students can receive feedback about their performance without fear that those assignments would be copied by others who did not complete the assignments on time and (b) students need to concentrate on current work without being bogged down with assignments from previous units of study.
- For assessments that are more individualized and/or carry more weight in the final mark and are not a pre-requisite for end of unit formative assessments: Students will always have an opportunity to hand in these independent studies/projects/etc., even when they are late. In keeping with workplace and societal expectations, however, late penalties will be enforced. Students will lose 10% of the value of the assessment each day it is deemed late.

Students who are absent on the entire day an assignment is due will be required to hand that assignment in as soon as they arrive in school on the first day they return. This can be done at the office, where staff will date and stamp the assignment to be given to the teacher. These assignments will NOT be considered late.

Students who leave school on the day an assignment is due must hand their assignment in before they leave the building, again at the office, or the assignment will be deemed late when it is received.

Assignments are rarely – if ever – assigned the day before they are due. Students who are involved in activities that occur on weekends, for instance, need to build time to complete assignments into their planning. Assignments due the day after sporting events, for instance, will not be given extensions and are due on time.

Finally, the school recognizes that there are always special circumstances that come up in students' lives. Extensions and/or exemptions for these special circumstances can be granted at teacher discretion.

Homework Policy

A new Homework Policy has been developed by the Department of Education and Early Childhood Development, and all teachers, schools and Boards will adhere to this policy. A copy of this document is available on our school's website (reca.srsb.ca) under both the POLICY tabs. Please call the school for a paper copy if you are unable to access the online version.