



**COMMIT
LEARN
THRIVE**

23 / 24

IMAGE BY TRENTO JONES FOR VIVIDPUNK



STUDENT AGENDA
J. CLARKE RICHARDSON COLLEGIATE
1355 HARWOOD AVENUE NORTH
AJAX, ONTARIO L1T 4G8
905-619-9571

PRINCIPAL

J. Fletcher

VICE PRINCIPALS

H. Lockhart, S. Neblett, & J. Walton

DURHAM DISTRICT SCHOOL BOARD

Chair of the Board	C. Morton
Director of Education	C. Williams-Taylor
Trustee	K. Miller
Superintendent of Schools	G. Davis

Visit us at: <https://jclarkerichardson.ddsb.ca/en/index.aspx#>

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J. Clarke Richardson Collegiate is committed to ensuring equitable practices throughout our school community.

Student Handbook cover art was designed by Leah Burell, Grade 12 student at J. Clarke Richardson Collegiate. We are pleased to recognize student artwork and its positive contribution to the Richardson community.



PRINCIPAL'S MESSAGE

After a number of years as an Administrator at Pickering and Oshawa schools, I'm thrilled to be back home at Richardson. To all our new students, welcome home and to those returning, welcome home!

The Richardson community makes JCR such a wonderful place to be. In addition to our core courses, we are lucky to offer a variety of specialty programs – culinary arts, business, tech, fashion, dance, musical theatre and many more. The positive relationships you build with your teachers, EA's, support staff and your peers are so important to your success and well-being. Be sure to make connections in your classes and to join at least one of our many clubs and teams.

This is your home and you are here to learn and thrive, so be sure to commit to yourself and your studies by showing up physically and mentally. Learn - do the work. You can do hard things. You are here to learn, and it should be challenging. However, if you are struggling, the Richardson staff is here to support. There are many ways to get help if you need it. Your teacher is your first go to person. You can also check in with Guidance and our counsellors can steer you in the right direction or can make connections with local supports such as Mental Health Nurses or Social Workers. Student Success and Academic Resource are here to assist with your academic needs and learning skills – like organization and time management. Your Admin team will always have a helping hand to offer.

Our people in our community make our home a warm and caring place to be, but we also have a fantastic physical space. Our library has been newly renovated, and we have a new roof over our heads. Our theatre will be refreshed and updated this year as well. Our gymnasium, tech rooms, and outdoor classroom are all well kept and wonderful learning spaces. Be sure to treat your learning spaces, the washrooms, the halls and the cafeteria – your Richardson home - with respect and care and keep them clean and in good order.

Commit, Learn,Thrive is more than a motto. We really want you to commit, learn and THRIVE. Make sure you make time and space for joy, laughter and peace. Make time and space to connect with the outdoors. Make time and space to connect with loved ones. Challenge yourself to make someone smile (including yourself) everyday - with a compliment, with kind words, with gratitude or with a simple smile.

Welcome Home Richardson!

Have a fantastic year!

Ms. Fletcher
Principal

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DAILY SCHEDULE

Week 1A		Week 2B	
Period 1 Homeroom	9:30 – 10:45	Period 1B/2A	9:30 – 10:45
Period 2	10:50 – 12:05	Period 2B/1A Homeroom	10:50 – 12:05
LUNCH	12:05 – 12:55	LUNCH	12:05 – 12:55
Period 3	12:55 – 2:10	Period 3B/4A	12:55 – 2:10
Period 4	2:15 – 3:30	Period 4B/3A	2:15 – 3:30

Students with study periods are not permitted in the halls at any time. **Students are encouraged to go home and leave the building/property.** Students not involved in supervised activities are to be OFF School property by 3:45 pm.

ADMINISTRATION

Students are assigned to a Vice Principal based on the first letter of their last name. Questions or concerns should be addressed to the appropriate Vice Principal:

L. Sharp	Grade 9 Students
H. Lockhart	Grade 10 Students
J. Walton	Grade 11 Students
S. Neblett	Grade 12 Students

CLERICAL STAFF

Head Secretary	C. Paziuk	Attendance/Receptionist Secretary	C. Sheppard
Senior Secretary	M. Parrington	Attendance/Receptionist Secretary	C. Scully
Junior Secretary	S. Obaid	Guidance Secretary	J. Hamel
LAN Tech	A. Nembhard		

DEPARTMENT HEADS

The Arts	L. de Moor	Business and Computers	C. McDonald
Canadian & World Studies	C. Cowling	Classical & International Languages	C. Hunter-Cruz
Co-operative Education	L. Winchester	English	G. Cowan
Guidance & Career Education	A. Flemming	Social Sciences & Humanities	M. Keefe
Library	M. Beatty	Mathematics	S. Pierce
Physical Education	R. Olmstead	Science	M. Cascanette
Inclusive Student Services	K. Brine	Technology	B. Tsigaris

IMPORTANT DATES (Subject to Change)

September 2023		October 2023	
4	Labour Day	6	PD DAY – no school for students
5	Grade 9 Day	9	Thanksgiving Holiday
6	First Day of Classes for grades 9-12	10	Parent Teacher Interviews
12	Photo Day	17	Photo Retake Day
26	Terry Fox Walk		OSSLT TBD
30	National Day for Truth and Reconciliation		
November 2023		December 2023	
1	Take Your Kids to Work Day (Gr. 9's only)	6	National Day of Remembrance and action on Violence Against Women
7	Last Day of Term 1	7	Hanukkah (Dec 7-15)
8	Term 2 Begins		Winter Dance & Arts Showcase
11	Remembrance Day	25	Winter Break Begins – no school
15	Midterm Report Cards	25	Christmas
17	PA DAY – no school for students		
20	Transgender Day of Remembrance		
January 2024		February 2024	
5	Last Day of Winter Break	1	Semester 2 Begins
17-20	Seussicle	14	Final Semester 1 Report Cards
23	Last Day of Term 2 & Semester 1		Gr. 8 Parent's Night
24-30	Exams Begin	16	PD DAY – no school for students
22	Lincoln Alexander Day	19	Family Day Holiday
31	Credit Completion Day for Semester 1	28	Pink Shirt Day
March 2024		April 2024	
11	Ramadan Begins	1	Easter Monday Holiday
8-15	March Break		Eid-ul-Fitr
	Parent Teacher Interviews	13	Tamil New Year
21	World Down Syndrome Day	16	Last Day of Term 1
25	Holi	17	Term 2 Begins
29	Good Friday Holiday	19	PD DAY – no school for students
		22	Earth Day
		23	Midterm Report Cards
May 2024		June 2024	
3	Orthodox Easter	6	Senior Soiree at Deer Creek
16	International Day Showcase (COR)		
17	International Day Against Homophobia, Transphobia, Biphobia	20	Last Day of Term 2 & Semester 2
18	Tamil Genocide Remembrance Day	19-25	Exams
20	Victoria Day	26	Credit Completion Day
30	Relay for Life	27	PA Day – Grade 12 Graduation
	Spring Dance Showcase	28	PA Day – no school for students
July 2023		Dates for Grade 9 EQAO and Grade 10 OSSLT <u>TBD</u>	
1	Canada Day		
5	Report Card Distribution		

CHARACTER Education



TEAMWORK

I work **COOPERATIVELY**, valuing the opinions of others, towards a common goal.

I ENCOURAGE others to **PARTICIPATE**.

RESPONSIBILITY

I am **reliable** and **dependable** to do my work.

I take **RESPONSIBILITY** for what I do and say.

I THINK BEFORE I ACT, understanding there are consequences for my actions.

RESPECT

I treat others the way that I want to be treated.

I am **courteous** and **polite**.

I LISTEN to what people say. I don't Insult, ridicule or name call.

I PROTECT property and the environment.

PERSEVERANCE

I am **DETERMINED** and work hard to finish what I start even if it is difficult.

I complete all tasks to the **BEST** of my ability.

I DO NOT GIVE UP when faced with challenges.

OPTIMISM

I have a **POSITIVE** attitude.

I look at **challenges** as **opportunities** for learning.

I HAVE HOPE for the future.

KINDNESS

I am **sensitive** to people's feelings.

I HELP others in need.

I am never mean or hurtful with my actions or words.

I am **CHARITABLE**.

INTEGRITY

I always **try** to do what's right, even when it is difficult.

I am true to be my very **BEST SELF**.

I live up to the highest **ETHICAL** standards.

HONESTY

I am **TRUTHFUL** and **SINCERE**.

EMPATHY

I respect and understand the feelings of others.

I act with **KINDNESS** and **COMPASSION**.

COURAGE

I face my fears with **CONFIDENCE** - being **brave**.

I FACE CHALLENGES directly.

SCHOOL YEAR CALENDAR

DURHAM DISTRICT SCHOOL BOARD SECONDARY SCHOOLS - REGULAR SCHOOL YEAR CALENDAR, 2023-24

First Day of Classes – Tuesday, September 5, 2023

Legend: **B** – Board Designated Holiday **H** – Statutory School Holiday **P** – Professional Activity Day **P*** -- Prov Priority Day

	Number of Pro & Provincial Activity Days	Number of Instructional Days	1st Week					2nd Week					3rd Week					4th Week					5th Week				
			M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
August	0	0		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
September	1	19					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
October	1	20	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
November	1	21			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	
December	0	16					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
January	0	18	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
February	1	19	H	B	B	B	B												S	S	S	S	S	CC			
March	0	14					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
April	1	20	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30			
May	0	22			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
June	2	18	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
Total	7	187																									

RETURN TO SCHOOL

Screening

- All staff and students are required to undergo a daily self-screening before arriving to school [School and Child Care Screening Tool](#).
- Students must not come to school if they are feeling ill.

Use of Non-Medical Masks

- Students may wear their own non-medical masks, and non-medical masks will also be made available in the main office.

Illness

- Individuals who are feeling sick or have any new or worsening symptoms of illness, including those not listed in the screening tool, should stay home until their symptoms are improving for at least 24 hours (or 48 hours for nausea, vomiting, and/or diarrhea) and they do not have a fever.
- If a student begins to experience symptoms of illness while attending school, parents/guardians or emergency contacts for the child will be required to immediately pick up the child.

TRANSPORTATION

Busing

The Durham District School Board will provide bussing for any students who live 3.5 km or further from their home school. For more information, you must contact the DDSB's transportation department (visit the DDSB website).

Student Self-transportation

For the sole purpose of transportation students may ride bicycles, roller blades, skateboards and scooters. All of these items must be locked in their designated area (bike rack or locker) while in the school. Students must remove/dismount from their equipment prior to entering the school.

Parking and Vehicle Privileges

Students wishing to park at school on a regular basis must register their vehicles with the office and display a parking permit issued by the main office on their rearview mirror. Students may not park in the first 4 rows of the parking lot. Any careless driving will result in the forfeiture of school parking privileges. Vehicles parked without a permit or those in fire routes are liable to be ticketed and/or towed at the owner's expense.

Students getting dropped off

- To avoid an increase in the congregation of students during drop-off and pick-up times and queuing of vehicles on the street, it is strongly recommended that students walk to and from school.
- If there is a need to drive students, vehicles should be **parked off-site in a safe location** and the student should walk to the school.

STUDENT SERVICES

Inclusive Student Services

The Inclusive Student Services Room provides support to students who have an Individual Education Plan. Staff provide academic counselling, coordination of special programs, training in effective note-taking, study skills, time management, conflict resolution skills, and monitoring of student progress. With provincial standardized testing, emphasis will be placed on developing literacy and numeracy skills for all students. Requests for assistance may be initiated by parents, teachers, students or administrators. Access to the Academic Resource Room (AR) during class time is strictly initiated by the teacher and requires students to have a pass/ticket for entry.

Co-operative Education

Experiential learning opportunities that focus on work education and career exploration are available to all students. Available programs include Career Days, Job Shadow/Take a Student to Work, Work Experience, Co-operative Education, Integrated Apprenticeship, and the Ontario Youth Apprenticeship Program (OYAP).

Guidance and Career Education

The Guidance Office has up-to-date career and educational information and is open daily. The Guidance Department will assist with: Career and Educational Planning and Connecting with Community and Health Services. Assistance is provided with Post-Secondary planning and the application process, academic counselling, applications for Summer School and Night School, and connecting students with peer tutoring. Transcripts and Status sheets can be requested through the guidance secretary.

Library Learning Commons

The Library Information Centre is a very busy learning and teaching place. It offers students a wide variety of online and print research and recreational resources. Classes regularly use the library to work on curriculum-related units that foster discovery and inquiry and that teach the information literacy skills required to be successful now and in the future. The Library Learning Commons is open from 9:00 am to 3:45 pm every day and individual students may use the facilities before and after school, at lunch, or while on spare. Food or drink are NOT allowed in the library. Though late fees are not charged, all resources borrowed from the library should be renewed in a timely manner to avoid computer and Wi-Fi privileges being impacted. Students who are on spare or have an E-Learning course in the morning should stay home in the morning and those that have a spare or E-Learning course in the afternoon should go home at lunch.

Student Success

The Student Success room can be accessed as an intervention to support students as arranged by a Classroom Teacher, Guidance, or Administration. Student Success offers an alternative learning space for students.

Food Court

The cafeteria is shared with Notre Dame (ND) and the town of Ajax, therefore it is not a hang-out spot or alternative classroom for students during the day. Students are not allowed in the cafeteria or servery during class time, travel time or during ND's lunch. During Richardson lunch, students have access to the café servery, and are expected to behave themselves

according to the policies listed in this Code of Conduct and to clean up after themselves. Bags and coats must be left outside of the café servery and students are expected to line up single file when accessing the servery.

Crime Stoppers

A student who wishes to anonymously report information about a crime in school may also call the **Durham Regional Crime Stoppers hotline: 1-800-222-8477 (Tips)**. This line is answered 24 hours a day, seven days a week. Crime Stoppers does not use call display. You don't have to give your name, meet police, go to court, or be contacted in any way.

IF YOU ARE BEING INTIMIDATED, THREATENED OR HARASSED: All DDSB school websites including the Board's site have a button which reads "**REPORT BULLYING NOW.**" Anyone can click on this link and anonymously report bullying.

STUDENT ORGANIZATIONS

Student Government

Student government provides students with the opportunity to contribute to the school by participating in a student government elected by, and representative of, the entire student body. The main student government functions are the following:

- Helping initiate co-curricular activities and social events for students on a school-wide basis.
- Collecting and distributing to identified charities monies raised through special fund-raising ventures.
- Providing and developing student leadership in all areas of the school community.
- Fostering meaningful associations between the school and its larger community.

Student Government (SG)	
Co-Prime Ministers: Rohan N. & Saanvi N.	Deputy Prime Minister:

Richardson Athletic Council (RAC)
Executive Team: To Be Determined

Richardson Athletic Council (RAC)

RAC is a student-run organization that promotes school spirit through the support of the co-curricular athletic program. Any student in the school can be a member of the Athletic Council. The Athletic council meets on a regular basis to organize activities centred on our competitive teams.

Co-Curricular Sports Teams 2023-24 (*SUBJECT TO CHANGE*)

FALL	WINTER	SPRING
Jr & Sr Boys Volleyball	Non-Contact Hockey (coed)	Jr & Sr Girls Soccer
Jr & Sr Boys Soccer	Winter Track & Field Training	Ultimate Frisbee
Girls Varsity Field Hockey	Dance Team	Dance Team
Jr & Sr Girls Basketball	Jr & Sr Boys Basketball	Jr & Sr Track & Field

		Para-Track
Co-Ed Cross-Country Running	Jr & Sr Girls Volleyball	Varsity Baseball
Jr & Sr Tennis	Jr & Sr Badminton	Cricket
Dance Team	Swimming	Mountain Biking
	Jr & Sr Coed-Curling	Boys Baseball
		Co-Ed Beach Volleyball
		Rugby

Participation in Student Athletics and Extra Curricular

Participating in student athletic activities, teams, or extra-curricular activities requires that students be individuals who are positive role models for Richardson and who will represent us positively in the school community. All participating students are expected to follow policies and procedures of the school both on and off school property. Students are required to attend school regularly, complete coursework, and achieve academic success. Students should arrange to make up all work, tests and other activities missed during absences due to participating in school activities/events.

Where students are not meeting behavioural or academic expectations a team approach will be used to help the student overcome difficulties and recover to a level where they are again able to participate in teams and extracurricular. In all cases, the academic needs will take precedence over participation in extracurricular activities. The classroom teacher, staff supervision, and administration will together determine. Students may not play more than one team sport per season. Students who plan to try out for more than one sport in a season (Fall, Winter, Spring) must tell each of the coaches involved in tryouts.

STUDENT RECOGNITION

Honour Roll

Richardson honours students for academic excellence. Students are recognized annually at a Student Recognition Ceremony and Graduation. Students will be placed on the honour roll when they achieve an overall average of 80% or higher on the number of credits taken in the current school year in regular day school as indicated:

Grade 9...8 credits Grade 10...8 credits Grade 11...8 credits Grade 12...all credits

Individual Grade High Averages

The students from each grade with the top 3 averages will be recognized at the Student Recognition Ceremony. The average will be based on the number of credits taken in the current school year in regular day-school as indicated:

Grade 9...8 credits Grade 10...8 credits Grade 11...8 credits Grade 12...all credits

Highest Proficiency Awards

The student achieving the highest grade in a particular course at the Grade 9, 10 and 11 level will be recognized at the Student Recognition Ceremony. For Grade 12 courses, 1 student per course will be recognized at Graduation as achieving the highest proficiency in each course.

Attendance Award

Students with perfect attendance throughout the school year will be recognized at the Student Recognition Ceremony. Students with perfect attendance for an extended period of time may also be nominated for a Student of the Month Award.

Athletic Award

Annually, the Athletic department recognizes students as Athletes of the Year in the categories of Junior Male, Junior Female, Senior Male and Senior Female. Individually, a Most Improved and a Most Valuable Player are recognized for each team. Team awards are given to LOSSA Champions and OFSAA Participants and Champions.

Students of the Month

Many of our students distinguish themselves academically, artistically, athletically, or display positive character attributes. Many contribute to making our school and community a better place in which to live and learn. Some of these students will be recognized as our Student(s) of the Month. Candidates may be nominated by staff or students. A certificate will be presented and names will be announced during the morning announcements and in school newsletters.

SCHOOL PROCEDURES & STUDENT EXPECTATIONS

Attendance and Late Policy

Attendance is essential for student success and a legal obligation for students under 18 years of age. Students are expected to be in their classes and ready to work at least one (1) minute before final the bell rings. Richardson staff and parents/guardians need to work together to support student academic success. Concerns will be communicated through a number of methods including automated systems, letters, and/or personal phone calls. Students are responsible for completing all work missed during an absence. Whenever possible, teachers should be informed in advance. Students who are 18 or older may be given permission to write their own notes, at the discretion of the vice principals and with parental or guardian permission.

Note: Students who provide false notes or phone calls will be subject to school consequences.

Absence from School	<p>Parents/Guardians may report student absence using one of the following methods:</p> <ul style="list-style-type: none"> ● Call the School Absence Line at 1-844-350-2646 OR use the SchoolMessenger (App) before 8:00 am *preferred method* ● Call the school directly at 905-619-9571 ● Bring a note to the office that is signed by parent/guardian with reason, date and time of absence
Arriving to School LATE	Students MUST report to the office for permission to go to class upon their arrival and the school MUST be notified if a student will be late. Once signed in, students have a maximum of five (5) minutes to get to class. Unexcused lates will result in consequences.
Leaving During School Day	Students MUST sign out at the office. A parent or guardian MUST contact the main office or provide a note. Upon return to the school, students MUST sign in at the main office.
Emergencies or illness during the day	In case of emergencies or sudden illness, students are to report to the main office where contact will be made with a parent or guardian to arrange for permission to leave.
Extended Absences	<p>An extended absence is being away from school for more than 5 days for an illness or vacation. If parents are aware of an extended absence for either illness or vacation, a DDSB Extended Absence Permission Form MUST be completed and signed off by the principal at least one week in advance. Students are responsible for missed work/assignments/tests while away.</p> <p>If a student is away for more than 15 days - unless there is appropriate medical documentation on file and/or a program of study that is approved by the principal implemented - the student will be removed from the roll and will have to re-apply to the school.</p>

Automated Attendance Reporting System

When a student is absent from class without approval, an automated phone call and/or an e-mail is sent to advise parents/guardians of the absence. Contact will be made to the parent/guardian's phone number and/or e-mail on file. If there is a specific phone number you wish to be used, please inform the attendance secretary.

Cancellations and Closures

If the school is closed or classes are cancelled due to weather conditions or any other cause, notifications will be made public as soon as possible on the J. Clarke Richardson Collegiate website (<https://jclarkerichardson.ddsb.ca/en/index.aspx#>). The DDSB website (www.ddsb.ca) and also through the media. Announcements are typically broadcasted on the following radio stations and through their websites: FM 98.1, FM 95.9, AM 740, AM1350, AM 1010, FM 107.1, FM 104.5, and FM 91.9. School bus cancellations will be announced on the Durham Student Transportation Services website (www.dsts.on.ca) and through social media.

10 Minute RULE (aka 10-10 Rule)

As part of Richardson's commitment to reduce congestion in halls and to support a safe and orderly school environment, students will not be permitted to leave classes during the first 10 minutes and the last 10 minutes of class.

Lates and Skipping

Students must attend classes in order to work towards academic success. As a result, students who miss classes and/or are consistently late without an appropriate reason or permission, will be monitored by the administration and interventions/consequences will result. Interventions may include any or all of the following:

- Office detentions (on student's own time)
- Phone calls home from the teacher, office staff, and/or vice-principal
- Student meetings with the vice-principal
- Parent/guardian meetings with the vice-principal
- Referral to a guidance counsellor
- Referral to DDSB attendance counsellor
- Suspensions (both in and out of school)

Office consequences may be assigned for truancy at any time. These may include: exclusion from extracurricular activities, permanent removal from a class, or removal from the school. Consequences will be dependent upon a range of factors, such as frequency and number of lates, attendance, behaviour and academic progress. **Note: Skipping a class to avoid receiving a "late slip" will result in office consequences.**

Hallways, Spares, and E-Learning Students

- Students are expected to be in class, engaged in their learning for the duration of the period
- Students are not permitted in the halls during the first and last 10 minutes of class
- Students with a spare or working on an E-Learning course should use the time wisely. They have the option of working off school property or working in the library.
- *New this year, students are NOT permitted to work in the halls while on spare or during E-Learning periods
- Students must behave appropriately in the halls at all times
- Students who cause unauthorized disruptions or distractions to classes will be sent/reported to the office

Hall Pass: Students who leave their scheduled classes must carry their hall pass. Staff may require students who are in the hall to show their hall pass. Failure to comply will result in a referral to the office for an unexcused late slip or other consequences from Administration.

Chromebooks, Textbooks, and Library Books

You are responsible for all Chromebooks, textbooks and library books issued to you. You will be expected to pay any replacement fees if they are lost or damaged. Failure to return Chromebooks, texts, books and/or make proper restitution may result in the loss of computer and other school privileges, an interview with the vice-principal and/or contact with parents/guardian.

Computer Policy

J. Clarke Richardson students are provided with extensive opportunities to utilize Chromebooks, desktop computers, tablets and internet facilities of the DDSB to support: their learning, research requirements and enhancement of curriculum activities. Computer access is made available in many areas of the school but the use of Personal Electronic Devices (PEDs) is welcomed.

- Access to the computers and the Internet is a privilege
- Computer and Internet use are intended for legitimate educational use only and the use of PEDs during instructional time is prohibited unless it is being used for educational purposes and permitted by the teacher
- Texting, game playing and social media which are not directly related to classroom activities are not encouraged during instructional time
- Damage to computer hardware/network is costly and deprives others of access
- It is the students' responsibility to use the information for scholarly purposes and abide by copyright laws
- Computer policy must be followed, regardless of whether the activities occur in the classroom, in the school or on PEDs. Students are expected to abide by all policies at all times.
- Failure to comply with these obligations may result in, loss of computer privileges, suspension and/or criminal prosecution.
- Malicious activity will not be tolerated and may also result in consequences

While in the classroom, personal devices should be turned off and out of sight. PEDs, including cell phones/smart watches, are permitted to be used in the hallway for texting, surfing the net, or completing work, before/after school or in between classes. **Recording (video/audio) and taking pictures are NOT allowed in the school without the permission of a teacher or administrator.**

Students not adhering to the computer/wireless/PED policy listed above risk are subject to a range of progressive consequences.

Dress Code

The dress code has been developed with the goal of having students present themselves in a professional, comfortable, and respectful manner in the school, and towards promoting J. Clarke Richardson in a positive way in the community. ***In order to ensure the safety of everyone in the school, it is important that we are able to identify students at all times.***

Students are expected to observe the dress code at all times while within the school area or while representing the school in the community. This includes classrooms, hallways, the food

court, and while participating in extra-curricular activities including field trips and sporting events.

As part of this policy students must wear;

- Clothing which includes both a top and bottom layer
- Footwear

Students may wear;

- Any clothing that supports a human rights related need or accommodation
- Clothing (tops) that expose arms, shoulders, stomach, midriff, neckline, cleavage, and straps but will cover nipples
- Clothing (bottoms) that expose legs, knees, thighs, hips and expose waistbands but will cover groin and buttocks
- Any headwear that does not obscure the face, subject to human rights related needs and accommodations

Students may not wear;

- Clothing that promotes /symbolizes illegal activity (including gang activity) or drugs or alcohol or their use
- Clothing that promotes, symbolizes or incites hate, discrimination, bias, prejudice, profanity, pornography, incites harassment or bullying, threatens harm to the safety of self or others or that includes offensive (e.g. sexist, racist, homophobic, anti-indigenous, anti-Black, anti-Semitic, Islamophobic, etc.) images or language
- Clothing (tops) that exposes nipples
- Clothing (bottoms) that expose groin and/or buttocks
- Clothing (mask/scarf) that obscures the face (unless required to meet human rights related needs or accommodations or health and safety protocols)
- Undergarments as outerwear
- Transparent clothing that fully exposes undergarments
- Swimwear unless required for curricular or co-curricular approved activities

Health and Safety Dress Code Requirements

Students must comply with Health and Safety requirements for specific courses and/or co-curricular programs. Specialized dress requirements including personal protective/safety equipment occur in many classes/programs including science, physical education, technology and cooperative education.

Parents, guardians, and students must be informed well in advance, and individual needs will be accommodated by the school short of undue hardship.

In some special circumstances, students may be required (or choose) to wear personal safety clothing (e.g. surgical mask) for medical reasons. Communication between the student, parents, and guardians and administration must occur for these situations.

For some special events, the school may allow students to wear a costume. The costume must not promote racial, gender, cultural or other negative stereotypes based on Human Rights Code grounds. Students still need to comply with the dress code requirements (refer to 4.5 and 5.6 A and B). Students are prohibited from wearing clothing that promotes alcohol, drugs, or illegal activities, or that has racist, sexist, homophobic, or otherwise inappropriate messages or images printed or drawn, in any language.

If students do not have clothing of their own to change into, they will be provided with attire by the school such as sweatpants and shirts. Students may be sent home to acquire appropriate clothing.

Where exceptions to the dress code are necessary due to medical and/or religious restrictions, all efforts will be made to accommodate students. Students should meet with their Vice Principal to discuss the situation and receive approval.

- Coats and outerwear are not permitted to be worn in classrooms at any time unless permission is given
- No masks intended to disguise your identity can be worn
- Sunglasses are not permitted on the face in the school building, including portables
- Clothing should be modest and reflect a professional learning atmosphere
- No exposed undergarments (including shorts worn under the pants)
- No see thru materials
- No chains, studs, dog collars
- Shoes must be worn at all times. Closed-toe shoes are required for, but not limited to, practical course components in Science, Technology, Food Science, Co-op and Physical Education
- Students on sports teams must wear the uniform or other clothing; including new or clean indoor shoes required by their coach.

Gymnasium and Spectators

The gymnasium is a classroom and is used by the Physical Education Department staff and classes. Extracurricular teams and Coaches are permitted to use the gymnasium for practices and games. The gymnasium is not available for unsupervised activity.

Indoor shoes are required to enter the Gymnasium and related facilities (Fitness Room 3162, Weight Room 3161, Launch Pad 3157 and Spin Room 3160).

Food and drink are not allowed in the gymnasiums at any time. Spectators are permitted to view specified extra-curricular events and MUST follow all school policies and procedures while viewing sporting events. As well, spectators MUST adhere to the OFSAA Code of Behaviour for Spectators:

- Cheer in a positive manner
- Respect Officials' decisions
- Do not interfere with the competition
- Keep off the playing area
- Be courteous and Respectful.

Failure to comply with the Code of Behaviour may lead to ejection and further consequences.

Lockers

Locker Assignments

Students are assigned a locker on the first day of school. Grade 9s are assigned individual lockers. Grades 10 & 11 students will be assigned shared lockers through their homeroom classes. Grade 12s can request a locker during the second week of school.

- Students MUST provide the office with their locker combination.
- Students are NOT allowed to switch lockers or use a locker not assigned to them.
- Only Dudley combination locks are authorized for use on lockers.

It is the student's responsibility to ensure that their locker is empty at the end of the school year.

Note: The school is not responsible for stolen articles or damaged articles.

Safeguard Lockers

The school cannot assume responsibility for items lost or stolen from lockers. Do not share your combination or share your locker with unassigned students. Do not bring expensive items of valuables to the school. Students should visit their lockers only before classes begin; at lunchtime; or at the end of the day.

DUE WARNING: The locker is the property of the Durham District School Board and is not the property of the student. Lockers must only be used to store school related materials and authorized personal items. Students are responsible for the contents of their lockers. Lockers are to be treated with respect, and the inside of the locker must be kept free of offensive graffiti, postings or pictures. Illegal or unsafe items stored in lockers may lead to school consequences based on Bias-Aware Progressive Discipline. In addition, following Procedure: Police/School Board Protocol, the police may be contacted. Administration has the authority, with reasonable suspicion, to search personal property and lockers. The right to search helps school administration provide a safe and secure learning environment. Principals have the right to seize contraband material. Illegal contraband will be held by an Administrator for evidence in disciplinary proceedings and may be turned over to a police officer. The parent/guardian of a minor student or the student, if the student is 18 years of age or older, shall be notified by the school administration if illegal or unsafe items are removed from his or her locker.

Office Referrals

Students who are asked to leave the classroom and report to the main office, or to accompany a staff member to the main office, will do so immediately and without question. Once the student arrives in the office, they must report to the secretary. If a student is directed to remain in the office in order to meet with a Vice Principal or other individual, the student must remain in the office and may not leave without permission. Failure to comply with a request to report to the main office, accompany a staff member to the main office, or leaving the main office without permission may result in a suspension.

School Assemblies and other Student Gatherings

Students must follow all policies, procedures and school rules while participating in assemblies, meetings, at sporting events and other student gatherings.

School Dances

Student Government may hold dances throughout the year. The date and cost of each dance will be announced in advance. The following rules apply:

- Doors close at 7:30 p.m.
- A student identification is required to buy a ticket
- Tickets be purchased via Cash Online
- Tickets MUST be purchased in advance and will NOT be sold at the door
- Students must show a valid activity card upon entering the school dance
- Students are not permitted to go to lockers during a school dance
- Hats, coats and bags must be checked. All students are subject to a search
- Students will not be re-admitted to the dance if they leave
- Guest List names are subject to approval by the administration and must be submitted one week prior to a dance.
- Students suspended or expelled from the school are not allowed to attend school dances No refunds are permitted for students who have purchased tickets in advance and are unable to attend due to suspension.

ASSESSMENT, EVALUATION & REPORTING

Assessment and Evaluation Policy

Assessments give students and teachers feedback about student progress and learning. Assessments may include, among other activities: observation, class discussions, homework, self/peer assessment, rubrics, tests, assignments, or performances.

Formative Assessments

Provide informal assessment opportunities to determine a student's level of comprehension and are not included in a course mark. Formative assessments give feedback (written/verbal comments, marks/levels) on how and where learning can be improved.

Summative Assessments

Summative assessments or evaluations are used to determine student achievement on course expectations. Summative assessments are given throughout the course and will make up 70% of the final mark. During the final assessment period at the end of the course, summative assessments (exams/ISUs), make up 30% of the final mark.

Deadlines are determined by the teacher to provide reasonable timelines for all. Students are expected to submit assignments and write tests on the dates given by the teacher. If students miss a deadline, they must discuss their options with the teacher. If a student is aware that a deadline is not going to be met or a test will be missed, it is their responsibility to advise the teacher immediately and discuss options. Resolution of the issue of a missed deadline or test is done on a case-by-case basis and options may differ according to department guidelines.

FINAL/FORMAL EVALUATIONS

Final evaluations and/or examinations are conducted at or near the end of each semester. If a student is absent from an exam or evaluation, they must prove to the satisfaction of the school that the absence was unavoidable. In the case of illness, a doctor's certificate is required within 48 hours clearly stating that the student is unable to write the exam or complete the evaluation. In the case of a student being absent for legal reasons, a copy of a court subpoena is required. If the absence is deemed to be optional, the evaluation mark shall be "0" and the report mark shall reflect its impact. **Note: The school year ends at the completion of formal examinations. Vacations, job training, or other appointments should not be scheduled for this time period.**

Report Cards

There are 4 occasions each school year when report cards will be sent home. Unlike progress reports, all grades are reported as a percentage.

*Interim Report Semester 1 *Final Report Semester 1 *Interim Report Semester 2 *Final Report Semester 2

Progress Reports

Early Progress Reports are distributed shortly before Parent-Teacher interviews. These reports summarize the student's progress, showing grades received on various assessments assigned up to that point in the semester. As the overall mark at an early point in the semester may be based on a relatively small number of summative assessments, progress reports do not customarily show an overall grade. The Progress Report is intended to give parents and guardians an insight into how well their child is doing in terms of work submission and achievement against expected standards in the early part of the semester.

Parent Teacher Interviews

Parent Teacher interviews are opportunities to meet teachers on an individual basis and discuss a student's progress. Interviews are scheduled online on a first-come-first-served basis.

CODE OF CONDUCT – J. Clarke Richardson

The following are some general guidelines for maintaining a safe, inclusive and positive learning environment at Richardson Collegiate. This is not an exhaustive list and other behaviours which interfere with the safety or positive learning environment will be dealt with using appropriate and progressive discipline.

Students are expected to know and follow all of the policies and procedures of the school. Where students regularly choose not to follow any policies or procedures, referral to the office will occur. If students continue to refuse to follow any of the school policies and procedures, consequences will follow which can include detentions and suspensions. Parents and/or guardians will also be contacted to discuss behaviour concerns.

Academic Integrity Policy

Students are expected to be honest and display academic integrity in all coursework. Students who demonstrate dishonest behaviour on quizzes, tests/exams, or plagiarize essays, assignments or projects, or use translation software to complete work where not permitted by the classroom teacher are committing academic dishonesty. The Ontario Ministry of Education has now made software available to schools (Turn-it-in) that is capable of analyzing a student's work to assess the source of the information. Students may be asked to submit their work electronically through Turn-it-in to validate the originality of their assignments. In consultation with the teacher, students will be referred to the office, and parental contact will be made. Consequences can include a requirement to complete an alternative assignment under supervision, a mark penalty, or a mark of zero. Detentions and/or suspensions may also result.

Bullying

Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause fear, distress, and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or

perceived power imbalance, through physical, verbal or electronic means. Richardson strives to provide students with a safe learning environment and encourages all members of the community to support this. Students who engage in bullying behaviour will face consequences. Students who witness bullying are encouraged to report it to a staff member, or through the Report Bullying now button located on the school website. Any student who is a victim of bullying is encouraged to speak about the situation to a friend, family member, parent, teacher, guidance counsellor, or an administrator. Other sources of support include the **Kids' Help Line at 1-800-668-6868**.

Buses

Students are expected to behave in a responsible mature fashion, which exhibits respect for safe bus riding. Students must obey the directions of the bus driver at all times. All aspects of the School Code of Conduct apply while on the bus. Consequences may include parent notification, detentions and or temporary removal of bus riding privileges. Persistent, unsafe behaviour will result in permanent suspension of bus privileges to and from school and or school suspension. In addition, bus privileges for school activities will also be re-evaluated.

Commitment to Social Harmony Policy

Richardson is a diverse community. All members of our community deserve to be treated with respect and dignity, and to learn in a positive, harmonious environment. As a result, any behaviour which insults, degrades, or stereotypes any race, gender, sexuality, disability, physical condition, ethnic group, or religion will not be tolerated. Staff and students must report any such behaviour to the administration immediately. Consequences will be determined by the administration.

Confiscated Items

Any confiscated electronic devices will be returned to the student at the end of the day, on the first occasion, and only to a parent/guardian on subsequent occasions.

Detentions

Detentions typically occur at lunch but may also be assigned before and after school. Students are required to attend detentions when assigned. They must bring homework and are not permitted to be on their cellular devices. Food is permitted during the lunch detention and water is permitted at all times, other food/drink is not permitted in detention. Failure to attend an assigned detention may result in further consequences, which may include suspension.

Students are to report to the detention room or the office at the arranged time (within 5 minutes after the bell), sign in with the teacher or the front desk at the time of arrival and remain in the detention until the completion of the detention. Once the detention is completed, students must sign out at the front desk.

Fire & False Emergencies (False Fire Alarms and Bomb or Other Threats)

Setting of fires/ or burning of materials on the school grounds is not permitted. Students must not activate fire or AED alarms or make false reports of bomb or other threats to the school community. Students must report any knowledge of such activity to the school administration. Individuals who trigger a false emergency response situation are a threat to the safety and security of the school and the community. Consequences may include suspension, expulsion or criminal charges.

Food, Drink, and Littering

Students are permitted and are recommended to bring in a snack and or beverage to be eaten at the break time assigned by the classroom teacher. Students can only eat at their own desks and are expected to clean up after themselves to maintain a clean environment in the school. **Food deliveries to the school are not permitted.**

Gambling

Gambling is not permitted anywhere on school property. Items will be confiscated, and the student referred to the office. Repeat offenders will be subject to further disciplinary action, which may include parental contact, detentions, and/or suspensions.

Good Neighbour Policy

Students are expected to respect the property of families and businesses in the Richardson area. Littering, loitering, blocking sidewalks, occupying bus shelters (when not using bus transportation) and standing in or near driveways are not permitted. Students may face consequences from the school when their behaviour disrupts the safety and orderliness of the school's surrounding area.

Note: *According to Board Procedure #5149, if an incident that happens off school property has a connection to the school and implications for the learning/working environment, the administration may apply appropriate disciplinary actions.*

Inappropriate Language

Profane and/or offensive language is not acceptable at any time in the school, or during out-of-school activities. Students may not swear or use racist, homophobic, sexist, or violent language. This policy applies to both English and other languages, and in written and spoken form. Offensive language spoken; in written form; or printed on clothing and other attire, will result in referral to the office. Disciplinary measures may range from warnings to suspension.

Perfume and Scent

Richardson is a scent-aware community. Staff and students are not permitted to wear strongly scented perfumes or body lotions. Spray aerosol cans of any type of scent are also prohibited.

Progressive Discipline

DDSB believes in taking a progressive approach when disciplining students. Consequences for deterring from items listed in the Code of Conduct will depend on the severity of the offence and the record of previous offences. Consequences may include an apology, conversations, detentions, school duties/tasks, parental interview, loss of privilege, counselling, fines/penalties, suspensions, or expulsions. These consequences will be determined by the administration and the Durham District School Board Harassment Prevention.

Restorative Practices

Richardson is a Restorative Practice school, which means that we as a staff will do all that we can to promote, maintain, and repair positive relationships. We will continue to strive for increased student achievement through the building of relationships and the creation of a safe and caring school culture.

Snowballs

Snowballs are not to be thrown on or near school property as they are a potential threat to the physical well-being of others and may damage personal property, the school or school property.

Substance Abuse Policy

Any student, who possesses, distributes and/or smells of or appears to be under the influence of any substances, as defined by the Board policy on substance abuse, will be subject to the consequences as outlined in the DDSB Policy. The DDSB has a substance abuse policy that applies to students on school property or in activities under the jurisdiction of the school. Alcohol, non-prescription drugs and tobacco are proven health hazards. Students **may not** smoke, vape, chew, eat, inject or hold tobacco/marijuana or any other drugs, including alcohol on school property or on school-sponsored trips. It is illegal for students under the age of 19 to purchase, provide or sell to minors.

Consequences: Alcohol, drugs, drug paraphernalia or tobacco products will be seized for disposal. Penalties may range from suspension to expulsion. Students involved may be required to give satisfactory evidence of treatment through a rehabilitation program before being readmitted to school. Where there is suspected criminal activity, police charges may be laid.

Theft and Robbery

Theft is the illegal or unauthorized removal of property from any person, building or grounds under the jurisdiction of the DDSB. Robbery is the taking of personal property when it is in the possession or immediate presence of another by the use of violence or intimidation. Students have an obligation to report any theft/ robbery or information regarding a theft/robbery to the Principal or Vice Principal. They may also report any criminal activity to Crime Stoppers.

Every year, belongings are lost by students who do not store personal property in their locker or who do not keep their locker combination private. Students are expected to protect their belongings from theft/robbery through careful storage of property at school and by leaving valuables at home when possible. ***The school is not responsible for lost, missing or stolen belongings.***

Trespassing

In order to maintain a safe, orderly environment in our school and in other schools, it is necessary to enforce regulations regarding trespassing. Trespassing is the presence of an unauthorized person and/or a person unaccompanied by school staff on any school property. Richardson students are not permitted to be on Notre Dame or any other school property at any time unless supervised by a member of the Richardson staff. Students are not to invite friends to the school. Parents and other adults with business in the school are to report to the office for identification and to receive assistance. Students found trespassing on other school properties may be suspended and/or issued a trespassing notice. Trespassers are liable for prosecution under the Trespass to Property Act.

Vandalism

Vandalism refers to the wilful or malicious damage, defacement or destruction of buildings, grounds, equipment or books. Lockers must be kept clean and free of damage, graffiti or offensive material. This applies to the property of others as well. Students have the right to a school environment where respect for property is enforced. Students who vandalize school or

personal property of students or staff may be required to repair or eradicate any damage/defacement or pay financial restitution for damage, and/or face detentions, formal suspension from school, or legal action.

Violence

Aggressive actions toward other students or staff on or off school property will not be tolerated. Intimidation, harassment, extortion, bullying, physical or sexual assault, as well as the condoning of violent activities through passive participation, association, or encouragement are not acceptable behaviours. Aggressive behaviour, which threatens the physical or emotional well-being of any member of the school community, is counter-productive to the goals of education and to the promotion of a safe school environment. Any student found guilty of such infractions will be suspended or expelled. Some actions may result in criminal prosecution. The student and his/her family may be encouraged to seek the assistance of support systems within the school board or community to develop strategies to curb violent behaviour. **Students who witness violent activity are expected to report it immediately.**

Weapons

In order to protect and help ensure the safety of the Richardson Community, the weapons policy is strictly enforced. Possession of weapons on school property demonstrates a potential threat to the physical well-being of the school community. Students and teachers have the right to work free from the threat of physical violence. Students may not traffic in or possess weapons or replicas of any type of weapons on school property or at school-sponsored events. Using or threatening to use any weapon is forbidden and constitutes a criminal act.

Note: Weapons, as defined by the Criminal Code of Canada, are anything used or intended for use in causing injury or death whether designed for such a purpose or not, or anything used or intended for use for the purpose of threatening or intimidating any person. The Principal may also deem any item to be a weapon and forbid its use or presence in the school.

Pocket knives, chains attached to wallets or belts, bullets, and laser pointers are considered to be weapons and safety hazards and are prohibited from the school and school property at all times. They will be confiscated, and police may be contacted.

Consequences: Penalties for trafficking in and or possession of a weapon on school property or at a school-sponsored event include immediate suspension and may proceed to an expulsion. Threatening to use a weapon may result in suspension, and/or expulsion. Police will be contacted, and charges may be laid.

SCHOOL CODE OF CONDUCT – GENERAL

Introduction

The Code of Conduct was developed by the administration, staff, SCC, and student council, and was established following the Ontario Schools Code of Conduct and the applicable policies, regulations and procedures of the Durham District School Board (DDSB). In accordance with Policy/Program Memorandum No. 128 from the Ministry of Education, the Code of Conduct has been revised to reflect changes made in the Education Act, effective February 1, 2008, that pertain to the suspension and expulsion of students.

The Code of Conduct is designed to provide a framework to ensure that school is a safe, productive learning environment for all. We ask families to review this Code of Conduct so that

all parties are familiar with school expectations and procedures. The Code of Conduct is subject to change at any time, based on directions from the Ministry of Education or the DDSB.

Ontario Ministry of Education - Rationale

The DDSB is committed to providing a safe and secure school environment. The Safe Schools Act, of 2000 required each board and each school to develop a Code of Conduct that is consistent with the legislation and board policy. These provisions were more recently amended by Bill 212, An Act to Amend the Education Act, in respect of behaviour, discipline and safety. The revised Education Act, together with the related Regulation 472/07, is effective February 1, 2008.

The Codes of Conduct for the DDSB and J. Clarke Richardson (JCR) reflect the following provincial policy: A school is a place that 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 contribute to a positive school climate and be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

The Ontario Schools Code of Conduct sets clear provincial standards of behaviour. It specifies the mandatory consequences for student actions that do not comply with these standards. Policy/Program Memorandum No. 145, "Progressive Discipline and Promoting Positive Student Behaviour" (October 4, 2007) provides an overview of the progressive discipline approach to be used when addressing issues of student conduct. When inappropriate behaviour occurs, DDSB will utilize a range of interventions, supports and consequences that are developmentally appropriate and these may include opportunities for students to learn from mistakes, and that focus on improving behaviour.

The provincial standards of behaviour apply not only to students, but also to all individuals involved in the publicly funded school system - parents or guardians, volunteers, teachers and other staff members - whether they are on school property, on school buses or at school-authorized events or activities.

Guiding Principles

The DDSB and JCR support the provincial guiding principles and endorse recognition, acceptance and sensitivity toward ethnocultural diversity.

- All participants involved in the publicly funded school system (students, parents or guardians, volunteers, teachers and other staff members) are included in the Ontario Schools 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, especially persons in positions of authority.
- Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.
- Members of the school community are expected to use non-violent means to resolve conflict. Physically aggressive behaviour is not a responsible way to interact with others.

- Possession, use or threatened use of any object to injure another person endangers the safety of oneself and others.
- Alcohol and illegal drugs are addictive and present a health hazard. Ontario schools will work cooperatively with police, and drug and alcohol agencies to promote prevention strategies and, where necessary, respond to school members who are in possession of, or under the influence of, alcohol or illegal drugs. (As well, smoking in school buildings and on school property is prohibited by law.)
- Insults, disrespect and other hurtful acts disrupt learning and teaching in a school community. Members of the school community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
- Recognition and acceptance of, and sensitivity toward, ethnocultural diversity are expectations of and within the school community.

Roles and Responsibilities

The DDSB and JCR accept the provincial direction regarding individual roles and responsibilities. In addition to school staff, students and parents, other members of the public, who interact with members of the school community while present in or on school property or premises, have a responsibility to respect others in the school and to conduct themselves accordingly.

Principals under the direction of their school board, take a leadership role in the daily operation of a school. They provide this leadership by:

- demonstrating care and commitment to academic excellence and a safe teaching and learning environment;
- holding everyone, under their authority, accountable for their behaviour and actions;
- empowering students to be positive leaders in their school community;
- communicating regularly and meaningfully with all members of their school community.

Teachers and school staff, under the leadership of their principal, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff upholds these high standards when they:

- help students work to their full potential and develop their self-worth;
- empower students to be positive leaders in their classroom, school, and community
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff and parents;
- prepare students for the full responsibilities of citizenship.

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 themselves, others 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 action.

Parents and Guardians play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill this responsibility when they:

- show an active interest in their child's school 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;
- promptly report to the school their child's absence or late arrival;
- become familiar with the Code of Conduct and school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with discipline issues;
- demonstrate respect for all students, staff and parents.

Police and Community members are essential partners in making our schools and communities safer. Police investigate incidents in accordance with the protocol developed with the local school board. Community members need to support and respect the rules of their local schools. These protocols are based on a provincial model developed by the Ministry of the Solicitor General and the Ministry of Education.

Standards of Behaviour

The DDSB and JCR support the provincial standards of behaviour which include respect, civility, responsible citizenship and physical safety.

Respect, Civility and Responsible Citizenship:

All school members must:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- respect all members of the school community, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching;
- not swear at a teacher or at another person in a position of authority.

Physical Safety:

Weapons - All school members must:

- not be in possession of any weapon, including but not limited to firearms;
- not use any object to threaten or intimidate another person;
- not cause injury to any person with an object.

Aggression - All school members must:

- not engage in bullying behaviours;
- not commit sexual assaults;
- not inflict or encourage others to inflict bodily harm on another person;
- seek staff assistance, if necessary, to resolve conflict peacefully.

Alcohol, Intoxicants and Drugs - All school members must:

- not be in possession of, or under the influence of, or provide others with, alcohol, intoxicants or illegal drugs.

CONSEQUENCES FOR NON-COMPLIANCE with THE ONTARIO SCHOOLS CODE OF CONDUCT

Students who do not comply with the standards of behaviour outlined in the Code of Conduct will be dealt with in a judicious and considerate manner. Actions will vary depending on the circumstances of each individual case. Mitigating factors are always considered before determining consequences. Consequences may include:

- caution by teacher, support staff, administrator or adult supervisor;
- temporary removal from class, activity or event;
- problem-solving exercise;
- parental contact;
- counselling;
- peer mediation and conflict resolution programs
- community/school service;
- loss of privileges;
- detention;
- behaviour contracts
- restorative practices
- support and responsibility agreements
- restitution;
- suspension;
- expulsion.

Suspensions

9.1 Circumstances Leading to Possible Suspension

9.1.1 A Principal shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Uttering a threat to inflict serious bodily harm on another person*;
2. Possessing alcohol or illegal 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 extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school*;
6. Bullying; or,
7. Any other activity that is an activity for which a principal may suspend a pupil under a policy of the Board. Other suspendable infractions including but not limited to:

- a) Possessing or dispensing controlled or intoxicating substances that are not prescribed for medical purposes;
- b) Being under the influence of illegal, controlled or intoxicating substances that are not prescribed for medical purposes;
- c) Smoking on school property;
- d) Committing vandalism, destruction, damage to school property or to the property of others located on or in school premises;
- e) Stealing property;
- f) Engaging in intimidation, extortion*, harassment*, or verbal aggression
- g) Misusing or misappropriating school property or services, including computers and other technology systems;
- h) Engaging in hate motivated incidents*;
- i) Engaging in gang related activity*;
- j) Possessing dangerous objects or substances, including for example: laser pointers; gloves with studs on knuckles; or any other item deemed by the principal to be unsafe or a hazard to persons or property in the school;
- k) Committing physical assault on another person*;
- l) Engaging in or encouraging a fight;
- m) Engaging in conduct that constitutes opposition to authority;
- n) Demonstrating poor attendance that warrants disciplinary action;
- o) Engaging in behaviour that is disruptive to the learning environment of the class or school;
- p) Engaging in conduct that is detrimental to the moral tone of the school;
- q) Wearing clothing/apparel that is inappropriate, offensive or violates the school Dress Code;
- r) Engaging in unauthorized gambling or games of chance;
- s) Engaging in another activity that, under the Code of Conduct of the school, is one for which a suspension is warranted.

* May require police involvement as outlined in the Police/School Board Protocol.

9.1.2 In considering whether to suspend a pupil for engaging in an activity described in 9.1.1., a Principal shall take into account the mitigating factors:

Mitigating Factors

The student does not have the ability to control his or her behaviour;

The student does not have the ability to understand the foreseeable consequences of his or her behaviour; or the student's continuing presence in the school does not create an unacceptable risk

9.2 Circumstances Leading to a Suspension, Investigation, and Possible Expulsion

9.2.1 A Principal shall suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Possessing a weapon, including possessing a firearm*;
2. Using a weapon to cause or to threaten bodily harm to another person*;
3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner*;
4. Committing sexual assault*;
5. Trafficking in weapons or in illegal drugs*;
6. Committing robbery*;

7. Giving alcohol to a minor*;
8. Any other activity that, under a policy of a board, is an activity for which a Principal must suspend a pupil and conduct an investigation to determine whether to recommend to the board that the pupil be expelled. Other suspendable infractions including but not limited to:
 - a) Hate motivated violence*;
 - b) Gang-related violence*;
 - c) Trafficking in controlled or intoxicating substances not prescribed or dispensed for medical purposes*;
 - d) Uttering threats or threatening conduct intended to intimidate*;
 - e) Engaging in harassment*;
 - f) Ongoing conduct that is so refractory (persistent) that the student's presence in the school or classroom is considered by the principal to effect a danger or possibility of harm, physical or emotional, to others in the school or to the reputation of the school.

(*Requires police involvement as outlined in the Police/School Board Protocol.)

Guidelines from the Ministry of Education to place Suspension/Expulsion documents in the O.S.R. Guidelines will be established as directed by the Ministry of Education.

9.2.2 A pupil who is suspended under this section is suspended from his or her school and from engaging in all school-related activities.

9.2.3 A Principal may suspend a pupil under 9.2 for up to 20 school days and, in considering how long the suspension should be, the Principal shall take into account the mitigating factors, as well as the other factors.

9.2.4 When a Principal suspends a pupil under 9.2, the pupil shall be assigned to a program for suspended pupils, as established by the Board in accordance with any policies or guidelines issued by the Minister.

Conclusion

When staff, students and families work together, a positive, productive learning environment is established. At J. Clarke Richardson goals are set and achieved. The Code of Conduct establishes the level of behaviour expected for all, so that we have the best possible school where success and achievement are reached through cooperation, courtesy and respect. Please review this Code of Conduct at the beginning of the school year and keep it in a safe place where it can be referenced if necessary.

RESOURCES FOR RESEARCH

First and foremost, always follow the instructions provided by your teacher. The most common referencing styles used at Richardson are modern languages association (MLA), American Psychological Association (APA) and Chicago Manual of Style (CMOS).

Basic Guidelines

- Double-space your work, use 8.5 x 11-inch paper with a clear, easy-to-read size 12 font
- The resources you use should appear in a list at the end of the paper, on a new page.
- It is called *References* when using APA, *Works Cited* when using MLA and *Bibliography* when using CMOS.
- Use a hanging indent after the first line of entries when using MLA or APA
- Double-space the entire list, between and within entries.
- If the page's author is not listed, start with the title.

- Alphabetize entries by author last name (or by title if author name is unknown).

Some Examples

Book by a Single Author

MLA and CMOS: Author's last name, Author's first name. *Title*. Place: Publisher, Year.
DeWitt, Patrick. *The Sisters Brothers*. Toronto: House of Anansi Press, 2011.

APA: Author, A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

DeWitt, P. (2011). *The Sisters Brothers*. Toronto: House of Anansi Press.

Website Article

MLA: Author's Last Name, First Name. "Title of Page or Document." *Title of Website*, Name of Organization Affiliated with the Website (don't repeat if same as website title), Date of copyright or date last modified/updated if available, URL. Accessed Day Month Year site was visited.

Smiley, Jane. "The Sisters Brothers by Patrick DeWitt – review." *The Guardian*, 15 July 2011. <https://www.theguardian.com/books/2011/jul/15/sisters-brothers-patrick-dewitt-review>. 17 May 2020.

APA: Author's last name, Author's first name(s) initial(s). (Date of publication). Title of page [Format description when necessary]. Retrieved from URL.

Smiley, J. (2011, July 15) "The Sisters Brothers by Patrick DeWitt – review." Retrieved from <https://www.theguardian.com/books/2011/jul/15/sisters-brothers-patrick-dewitt-review>.

CMOS: Author's last name, Author's first name. "Title of Web Page." Name of Website. Name of Organization Affiliated with the Website (don't repeat if same as website title), Date of copyright or date last modified/updated if available. Access date if no other date is available. URL.

Smiley, Jane. "The Sisters Brothers by Patrick DeWitt – review." *The Guardian*, 15 July 2011. <https://www.theguardian.com/books/2011/jul/15/sisters-brothers-patrick-dewitt-review>.

Article in an Online Database Such as eLibrary

MLA: Author's Last Name, Author's First Name. "Article Title." *Original Source*, date of publication. *Name of database*. URL.

Andrews, Nigel. "The Sisters Brothers — John C Reilly and Joaquin Phoenix Star in a Daring and Surreal Western." *FT.com*, 03 Apr 2019. *elibrary*, <https://explore.proquest.com/elibrary/document/2202664538?accountid=11679>.

APA: Author's Last Name, Author's First Initial. (Date of Publication). Article title. *Original Source*, Retrieved from URL.

Andrews, N. (2019, Apr 03). The sisters brothers — John C Reilly and Joaquin Phoenix star in a daring and surreal western. *FT.Com*, Retrieved from <https://explore.proquest.com/elibrary/document/2202664538?accountid=11679>

CMOS: Author's Last Name, Author's First Name. "Article Title." *Journal Title* Volume, no. Issue (Year): Page range of article. Name of the database OR URL of journal article web page.

Andrews, Nigel. "The Sisters Brothers - John C Reilly and Joaquin Phoenix Star in a Daring and Surreal Western." *Financial Times*. *Financial Times*, April 3, 2019.
<https://www.ft.com/content/6c50e530-560f-11e9-a3db-1fe89bedc16e>

RICHARDSON DATABASE PASSWORDS

Whether you are at school or at home the first place to start your research is by going to the school website and clicking on Visit My School Library which is found under the menu item Library Learning Commons. Most of these databases will not work if you simply google them – you should use the links provided on the school site.

- ✓ You can then use our databases from any computer that has Internet access.
- ✓ Note: passwords are case sensitive – type them in exactly as they appear here
- ✓ First term is username, the second term is password



DDSB INFORMATION TECHNOLOGY POLICY

Secondary School Acceptable and Safe Use Procedure

The DDSB is pleased to provide you with access to a variety of computing and information technology facilities and resources. The facilities and resources are provided for educational purposes, not for public access. They will help you to achieve learning outcomes, research requirements, and assist with career preparation. You must review this procedure with your parent. Procedures and rules regarding the use of the facilities and resources must be followed.

Acceptable Use

- Students will use the computing and information technology facilities and resources as prescribed or approved by their teacher
- Students will accurately cite information from the Internet. Students will not plagiarize
- Students will abide by copyright laws. Students will not download and share copyrighted materials without the copyright holders permission
- Students will abide by school procedures
- Students will not share passwords or data or misrepresent their identity
- Students will report all instances of hardware damage or changes to the Windows Desktop or operating system immediately
- Students will not engage in cyber communications that cause someone to fear for his or her safety
- Students will not engage in Cyber-bullying, visiting unacceptable sites, and/or illegal activity
- Students will not engage in posting writing on the internet that is designed to insult or injure a person's reputation

Safe Use and Cyber Misuse

Students will not post personal information about themselves or others. This includes last name, age, sex, home address, telephone number, pictures, videos, routes taken to school, and parent's hours of work. Students will inform the teacher immediately when accidental access to inappropriate materials or with unacceptable users has been made. Students will seek help from and report to principals, teachers and parents when victimized by Cyber-bullying.

Appropriate Use

- Students will be polite. Students may use school-issued computers only.
- Students will not use language that is unacceptable in the classroom, including language that is racist, sexist, harassing, violent, or otherwise unacceptable.
- Students will not send messages containing information that would cause discomfort to themselves or others if it were written on a classroom blackboard or other public place.
- Students will not use the computing technology in ways that will disrupt other users. Any tactics which harm or compromise the functionality of the system are forbidden.
- Students will assume that all communications received are private and confidential and will not disseminate them without permission from the original author. Students will not collect or distribute personally identifiable information about others on the Internet.

Reliability/Accuracy

While the Durham District School Board strives to maintain the efficient operation of the computing and information technology facilities and resources, it does not guarantee their reliability. Additionally, the Durham District School Board does not guarantee the accuracy of the information found on the Internet.

Recourse for Abuse/Misuse

Students who do not follow this procedure AND those rules provided by their teachers and their school Student Code of Conduct, will have their computing and information technology privileges suspended pending review. Students are reminded that the board Student Code of Conduct states that a student may be suspended or expelled from his or her school, expelled from the Durham District School Board, and/or prohibited from engaging in school-related activities if the student commits an infraction of the Code of Conduct while he or she is at school, or engaged in a school-related activity, or engaged in conduct that has a relationship to the school or school community. Recourse and disciplinary measures are outlined in the school Student Code of Conduct. Repair costs may apply. Legal recourse may be applied for criminal activities.

THE DDSB

4 R'S OF ADDRESSING

BULLYING

WE WILL...

RECOGNIZE

BULLYING

WE WILL...

REFUSE

TO ACCEPT BULLYING

WE WILL...

REPORT

BULLYING TO AN ADULT

WE WILL...

RESTORE

RELATIONSHIPS

WE ARE

STRONGER TOGETHER

Inclusive
STUDENT SERVICES

DDSB
POSITIVE
SCHOOL CLIMATES

DDSB
Ignite Learning