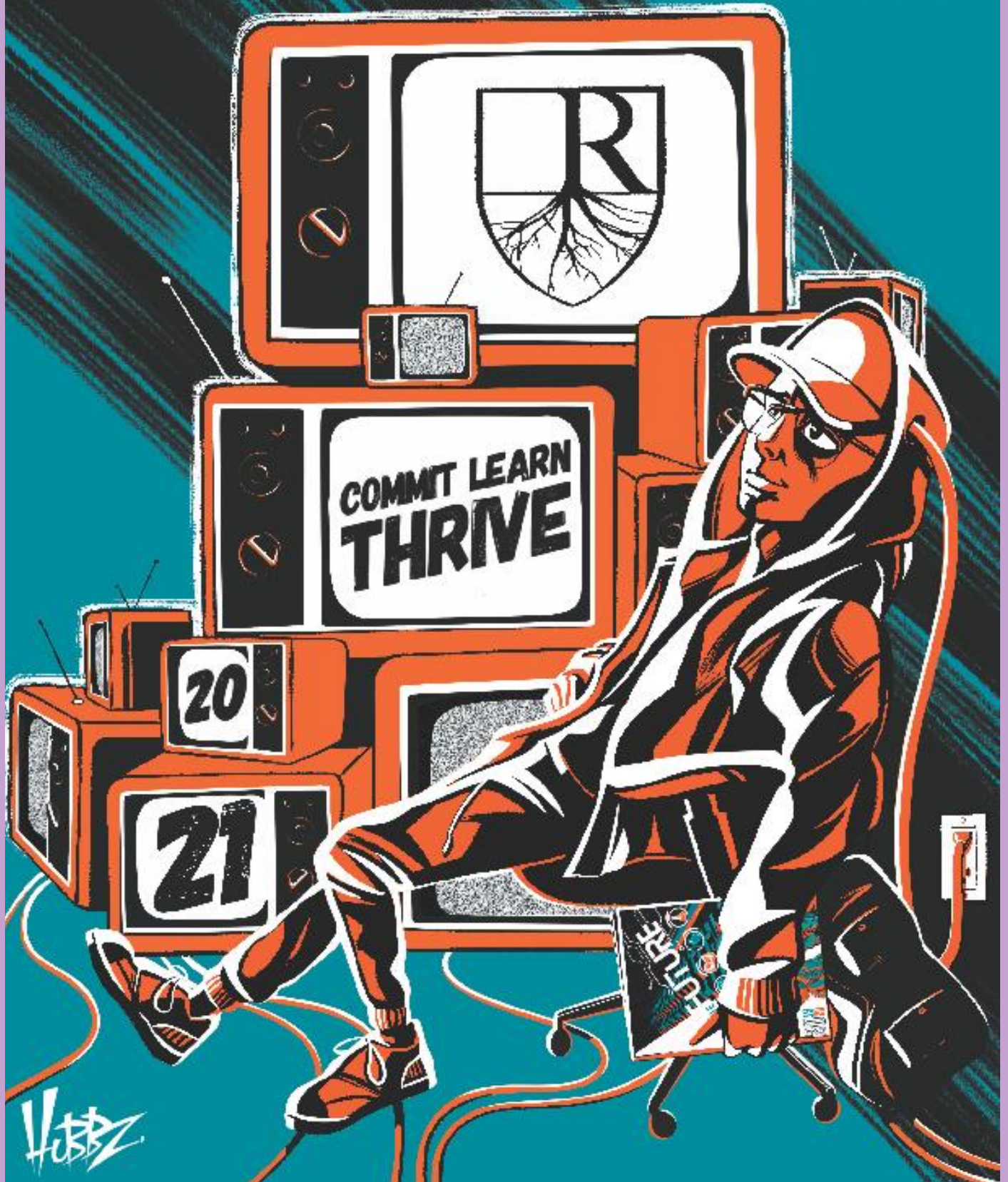


# RICHARDSON COLLEGIATE





# STUDENT AGENDA

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

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**Principal, J. Clarke Richardson Collegiate**  
J. Maharaj

**Vice Principals**

S. Jadoon, S. Parris, K. Torrente

**Durham District School Board**

Chair of the Board      Chris Braney

Director of Education      N. Marsh  
(Acting)

Trustee      P. Barnes

Superintendent of Schools      M. Hamid

**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.**

*Agenda cover art was designed by **Daniel Hubbarde**, 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

On behalf of the staff of J. Clarke Richardson Collegiate, I would like to welcome you to the 2020 - 2021 school year. Richardson is committed to providing an excellent education to all of our students, in a safe and inclusive school environment. A special welcome our Grade 9 students who make up the class of 2024 and all other students who are new to the Richardson community.

The Richardson staff understands the importance of both the academic and social aspects of high school. We are ready and willing to support your achievements and provide opportunities for you to meet new people through our many clubs, arts, and athletics programs.

This Student Agenda is distributed to all students as an aid to help you remain organized and on track for success at school. Not only will the agenda help you plan for success, but it provides a wealth of information for maintaining a safe, effective and enjoyable learning environment for all. Managing your time and developing your organization skills are important in becoming successful at the secondary and post-secondary levels. When regular attendance is combined with high quality school work, the result will be the successful completion of your courses this year. Parents/guardians will also find a variety of information items that will be of interest to them: Daily Schedule, Significant Dates and Monthly Calendars.

As a school, we pride ourselves in preparing you for whatever possibilities you choose after graduation. Whether that is a trade occupation, work in a specific field, or a particular college or university program, we have put supports and opportunities in place to help you get there. Students and parents alike appreciate the high expectations that we have for you in and out of the classroom. Those expectations, combined with high levels of supports, are what lead to the outstanding achievement of our students. A significant percentage of our students make the Honour Roll and Honour Roll with Distinction (90%+) each year. I encourage each of you to strive to reach that level. High marks put you in control of your future and open the doors to top programs and scholarships.

A school wide focus on excellence and character education helps prepare our students to face life's challenges and to view problems as opportunities for self-growth and resiliency. School should be about more than just academics. Over the years, staff and students have developed an incredible variety of activities to offer all students the opportunity to get involved in school life outside of the classroom. Most students are aware of the athletic opportunities which are available but there are opportunities in the arts, academics, culture, social justice and special interest clubs. Ask your teachers, guidance counsellors or Vice Principal if you have an interest and are not sure who to contact.

**Commit, Learn, Thrive** is more than a motto. It is a template for success in life and we encourage you to plan for success starting now. Have a great year Richardson!

Jeff Maharaj

Principal

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## DAILY SCHEDULE

The daily schedule alternates on a weekly basis. To help you plan your schedule, in the calendar section of the agenda, each week is indicated as Week 1 or Week 2.

WEEK (1)		WEEK (2)	
Period	Time	Period	Time
Block 1 - Period 1 <b>In-Person</b>	10:00am - 11:15am	Period 2 <b>In-Person</b>	10:00am - 11:15am
Block 2 - Period 1 <b>In-Person</b>	11:15am – 12:30pm	Period 2 <b>In-Person</b>	11:15am – 12:30pm
<b>DISMISSAL LUNCH</b>	12:30pm- 1:30pm	<b>DISMISSAL LUNCH</b>	12:30pm- 1:30pm
Block 3 - Period 2 <b>Online</b>	1:30pm - 2:45pm	Block 3 - Period 1 <b>Online</b>	1:30pm - 2:45pm
Block 4 - Period 2 <b>Online</b> <i>Subject Specific Support</i>	2:45pm- 4:00pm	Block 4 - Period 1 <b>Online</b> <i>Subject Specific Support</i>	2:45pm- 4:00pm

Students with study periods are not permitted in the halls at any time. **Students can go to the Library, designated areas in the school, or out of the building.**  
**Students not involved in supervised activities are to be OFF School property by 3:00 pm.**

### STUDENT 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:

<b>K. Torrente</b>	Students with last names <b>A to G</b>
<b>S. Jadoon</b>	Students with last names <b>H to O</b>
<b>S. Parris</b>	Students with last names <b>P to Z</b>

### CLERICAL STAFF

<b>Head Secretary</b>	C. Paziuk	<b>Attendance/Receptionist Secretary</b>	M. Gaskin
<b>Senior Secretary</b>	M. Sparks	<b>Attendance/Receptionist Secretary</b>	C. Scully
<b>Junior Secretary</b>	C. Berry-Hitchings	<b>Guidance Secretary</b>	L. Arnott
<b>LAN Tech</b>	A. Nembhard		

### DEPARTMENT HEADS

<b>The Arts</b>	J. White	<b>Business and Computers</b>	C. McDonald
<b>Canadian &amp; World Studies</b>	C. Cowling	<b>Classical &amp; International Languages</b>	C. Hunter-Cruz
<b>Co-operative Education</b>	L. Winchester	<b>English</b>	G. Cowan
<b>Guidance &amp; Career Education</b>	A. Flemming	<b>Social Sciences &amp; Humanities</b>	M. Keefe
<b>Library</b>	M. Beatty	<b>Mathematics (Acting)</b>	S. Pierce
<b>Physical Education</b>	R. Olmstead	<b>Science</b>	M. Cascanette
<b>Inclusive Student Services</b>	K. Brine	<b>Technology</b>	J. Belyea

## IMPORTANT DATES *(Subject to Change)*

September 2020		October 2020	
7	Labour Day	9	<b>Quadmester 1 – Term 1 Ends</b>
8	<b>First Day of Classes for grades 9-12</b>	12	Thanksgiving Holiday
22	Grade 12 Post Secondary Info Night 7-8:30pm <i>(Subject to Change)</i>	13	<b>Quadmester 1 – Term 2 Begins</b>
24	Terry Fox Day	19-30	Grad Photos <i>(Subject to Change)</i>
30	Orange Shirt Day		
November 2020		December 2020	
4	Take Your Kids to Work Day (gr. 9's only) <i>(Subject to Change)</i>	8 & 9	Grad Photo Retake - <i>(Subject to Change)</i>
11	Remembrance Day	17	<b>Quadmester 2 – Term 1 Ends</b>
12	Last day of Quadmester 1	18	<b>Quadmester 2 – Term 2 Begins</b>
13	PA DAY	18	Last day of classes before winter break
16	<b>First day of Quadmester 2</b>	Dec. 21-Jan. 1	Winter Break
January 2021		February 2021	
4	First day back to school	1	Last day of Quadmester 2
13 & 14	Grade 9 EQAO Math <i>(Subject to Change)</i>	2	<b>First day of Quadmester 3</b>
		10	Gr. 8 Parent's Night <i>(Subject to Change)</i>
		12	PD DAY
		15	Family Day Holiday
March 2021		April 2021	
2	Grad Photo Retake <i>(Subject to Change)</i>	2	Good Friday Holiday
9	<b>Quadmester 3 – Term 1 Ends</b>	5	Easter Monday Holiday
10	<b>Quadmester 3 – Term 2 Begins</b>	8	OSSLT DAY (grade 10's) <i>(Subject to Change)</i>
15-19	March Break	21	Last Day of Quadmester 3
		22	<b>First day of Quadmester 4</b>
May 2021		June 2021	
24	Victoria Day	8 & 9	Grade 9 EQAO Math <i>(Subject to Change)</i>
26	<b>Quadmester 4 – Term 1 Ends</b>	28	Last Day of Quadmester 4
27	<b>Quadmester 4 – Term 2 Begins</b>	29	Graduation Ceremony at Ontario Tech - <i>(Subject to Change)</i>
27	Prom at Deer Creek Banquet <i>(Subject to Change)</i>	30	PD Day
July 2021			
1	Canada Day		
8	Report Card Pickup <i>(Subject to Change)</i>		

# RETURN TO SCHOOL – REFERENCE GUIDE FOR STUDENTS

## SCREENING

- All **students** are required to undergo a daily self-screening before arriving to school
- Parents of school-age children must ensure that they conduct the DDSB screening for their child(ren) every day before sending them to a DDSB school.
- Students must not come to school if they have symptoms, are feeling ill, or if someone they have come in close contact with is positive with COVID-19 in the past 14 days.

<b>Self-Screening Questions</b>	
<p>1. Do you have any of the following symptoms:</p> <ul style="list-style-type: none"> <li>• New or worsening cough</li> <li>• Shortness of breath/difficulty breathing</li> </ul> <p>Fever over 38 degrees Celsius</p> <ul style="list-style-type: none"> <li>• Sore throat</li> <li>• Difficulty swallowing</li> <li>• Changes to sense of taste or smell</li> <li>• Nausea/vomiting, diarrhea, abdominal pain</li> <li>• Runny nose, or nasal congestion (not caused by seasonal allergies)</li> </ul>	<p>If you answer NO to all three questions, proceed with reporting to work.</p> <p>If you answer YES to any of the 3 questions, individual must contact their primary health care provider, local public health, or Telehealth to discuss their symptoms and/or exposure and seek advice on testing. Employees will contact their Supervisor and Abilities Management if they are required to self isolate and/or receive a recommendation for testing. In addition, employees are to follow standard absentee reporting process in a timely manner.</p>
<p>2. Have you <b>travelled outside of Canada</b> within the last 14 days from the date of entry to the building;</p>	
<p>3. Do you care for or have you been in close contact with an individual with confirmed COVID-19 or COVID-19 like symptoms within the last 14 days (fever, new cough, runny nose, difficulty breathing)</p>	

## Cohorting

- Classes will be grouped into cohorts to the greatest extent possible. This will involve students remaining in contact with only their classmates, teacher, and other educational support staff assigned to the classroom for as much as the school day as possible.
- Physical distancing should still be maintained where possible.

## Entry/Exit into the school

- Student entry/exit into the school will be staggered to provide for physical distancing and less congestion in hallways and corridors.
- Doors will be open 15 minutes prior bell time. You must enter and exit at your assigned entrance. All doors will remain locked as soon as the bell rings. Students will not have in and out access of the building during the day.
- Students are to enter the school at their designated doors and proceed directly to class to avoid congregating.



- Student lockers will not be available until further notice. Students are to keep belongings with them at their desks.
- During hallway transitions, students are required to maintain social distancing requirements and wear a mask.

### **Hand Hygiene and Respiratory Etiquette**

- Hand hygiene supplies will be available in all classrooms and offices
- Upon arrival to the school, you will be required to sanitize your hands with the sanitizer located at your entrance.
- Washroom access will be limited. Students will have access to a washroom on their classroom floor only.

### **Lunch, Breaks and Food Safety**

- **Cafeterias, Food Courts or vending machines will not be open for use.**
- Water drinking fountains will be off limits. However, water bottle refill stations will be accessible
- Students 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 must clean up after themselves.
- Staff and students will perform proper hand hygiene before and after eating.
- All empty food containers are to be taken back home with the students.
- Students are to bring their own utensils and water bottles.
- Water bottle refill stations will be available.
- Food sharing will not be permitted.

### **Expectation of Students Riding the Bus**

- Students will be assigned a seat on the bus and will be required to stay in their seat until they can exit the bus at the appropriate stop.
- Information about rider expectations will be provided to all students that are eligible for transportation and posted in buses.
- Physical distancing on a school bus may not be possible. The use of non-medical masks for all students riding the bus will be required. Exceptions will be made for students with medical conditions or special needs that prevent masking.
- Students must sanitize their hands before boarding the bus.

### **No kiss and ride - Students getting dropped off**

- School parking lots and kiss'n rides will be closed off with pylons to all non-bus traffic during the arrival and departure of buses.
- 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 be walked to the school.

### **Student 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 forfeiture of school parking privileges. Vehicles parked without permit or those in fire routes are liable to be ticketed and/or towed at the owner's expense.

### **Use of Non-Medical Masks for Students**

- Students are required to wear non-medical or cloth masks indoors in school, **including in hallways and during classes.**
- Students may wear their own non-medical masks, and non-medical masks will also be made available for students. Students may be granted an exemption from wearing a non-medical mask for reasons related to a medical condition or other reasons **deemed reasonable by the Principal. Principals will follow Board guidance on exemptions.**

### **Suspected COVID-19 Case**

- If a student begins to experience symptoms of COVID-19 while attending school, they will be situated in the designated sick room.
- Ill students will always be directly supervised by a staff member.
- PPE will be worn by the supervising staff member.
- Parents/guardians or emergency contacts for the child will be required to immediately pick up the child.

### **Confirmed COVID-19 Case**

- If a COVID-19 positive case is identified in a school, a COVID-19 outbreak will be declared by the Durham Region Health Department (DRHD).
- DRHD will take the lead and provide all further direction on who else in the school may need testing and/or monitoring/isolation at that time.
- Staff/ children with a confirmed diagnosis of COVID-19 must follow instructions from public health to determine when to return to school.
- Individuals who have tested positive for COVID-19 will be contacted by DRHD and provided with information about their requirements to self-isolate and identify potential contacts.
- If a person was at a school/worksite while infectious, DRHD staff will determine if they posed any additional risk to the workplace.

## **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 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 and Integrated Apprenticeship.

## Food Court

**The cafeteria/vending machines will NOT BE ACCESSIBLE until further notice.** Students 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 must clean up after themselves.

## 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 Learning Commons will NOT BE ACCESSIBLE until further notice.**

## 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. The Student Success room is open every day after school for Homework Help. It is staffed by a rotating schedule of volunteer teachers which make up various departments of the school.

## 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 never have to give your name, nor 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 but **Subject to Change:**

- 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)	
<b>Co-Prime Ministers:</b> Nicolette Christodoulakis and Aliya Jokhu	<b>Deputy Prime Minister:</b> Amrita Rampersaud

Richardson Athletic Council (RAC)
<b>Executive Team:</b> John Christodoulakis, Nikita Chopra and Trinity Green

## 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 centered on our competitive teams.

## Co-Curricular Sports Teams 2020-21 (CURRENTLY ON HOLD - 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

## Participation in Student Athletics and Extra Curricular

**At this time all extra curricular activities and Athletics are CURRENTLY ON HOLD - SUBJECT TO CHANGE**

# 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 through 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 system, 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.**

<b>Absence from School</b>	Parents/Guardians may report student absence using one of the following methods: <ul style="list-style-type: none"> <li>• School Connect at <b>1-844-350-2646</b> OR Safe Arrival (online) before 8:45 am *preferred method*</li> <li>• Call the school directly at 905-619-9571</li> <li>• Bring a note to the office that is signed by parent/guardian with reason, date and time of absence</li> </ul>
<b>Arriving to School LATE</b>	<b>If a student is LATE, they must enter through the front main doors located on Harwood Drive. If the door is locked they are to call the number posted on the door to allow entry. Phone number (905)-619-9571. Once the student is allowed in the school, they must proceed directly to their class. The classroom teacher will mark them late and notify the main office.</b>
<b>Leaving During School Day</b>	Students <b>MUST</b> sign out at the office. A parent or guardian <b>MUST</b> contact the main office or provide a note. Upon return to the school, students <b>MUST</b> sign in at the main office.
<b>Emergencies or illness during the day</b>	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.
<b>Extended Absences</b>	Will impact student success. MORE INFO TO FOLLOW

## 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.

## Cancelations and Closures

If the school is closed or classes 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.ddsbc.ca/en/index.aspx#>). The DDSB website ([www.dsb.ca](http://www.dsb.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, FM 91.9. School bus cancellations will be announced on the Durham Student Transportation Services website ([www.dsts.on.ca](http://www.dsts.on.ca)) and through social media.

## 15 Minute 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 15 minutes and the last 15 minutes of class.

## Lates and Skipping

If a student is LATE, they must enter through the front main doors located on Harwood Drive. If the door is locked they are to call the number posted on the door to allow entry. Phone number **(905)-619-9571**. **Once the student is allowed in the school, they must proceed directly to their class. The classroom teacher will mark them late and notify the main office.**

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 administration and interventions/consequences will result. Interventions may include any or all of the following:

- 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

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

## Hallways and Spares

- 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 15 minutes of class
- **Student on spare should not be in the building**
- **Classroom sign in and out policy. A student must sign out with the teacher and sign in when they return to class.**
- Students are expected to provide their full name, in a respectful manner to any staff member who requests it
- Students must behave appropriately in the halls at all times (please keep appropriate social distancing)
- Students who cause unauthorized disruptions or distractions to classes will be sent/reported to the office

## 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 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 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 a goal towards 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 safety of everyone in the school, it is important that we be 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)
- 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 have 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 sweat pants 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
- 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
- Approximate mid-thigh length for bottom garments (including slits)
- 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 Spectator**

**(CURRENTLY ON HOLD - SUBJECT TO CHANGE)**

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**

**LOCKERS will NOT BE ACCESSIBLE until further notice.**

**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**

**(CURRENTLY ON HOLD - SUBJECT TO CHANGE)**

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

## **School Dances**

**(CURRENTLY ON HOLD - SUBJECT TO CHANGE)**

## **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 forfeiture of school parking privileges. Vehicles parked without permit or those in fire routes are liable to be ticketed and/or towed at the owner's expense.

## **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**

**CURRENTLY UNDER REVIEW. AS WE WORK THROUGH COVID 19 PROTOCOLS.**

**Deadlines** are determined by the teacher in order 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**

**CURRENTLY UNDER REVIEW. AS WE WORK THROUGH COVID 19 PROTOCOLS.**

### **REPORT CARDS**

**CURRENTLY UNDER REVIEW. AS WE WORK THROUGH COVID 19 PROTOCOLS.**

### **PROGRESS REPORTS**

**CURRENTLY UNDER REVIEW. AS WE WORK THROUGH COVID 19 PROTOCOLS.**

### **PARENT TEACHER INTERVIEWS**

**CURRENTLY UNDER REVIEW. AS WE WORK THROUGH COVID 19 PROTOCOLS.**

## **J. CLARKE RICHARDSON – CODE OF CONDUCT**

**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 course work. 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 behavior 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 to bullying is encouraged to speak about the situation to a friend, family member, parent, teacher, guidance counselor, 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.

### **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 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 & RESTORATIVE PRACTICES**

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 considered to be 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 towards 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 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 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, 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 ethno-cultural 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, 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, ethno-cultural 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** 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 (including DDSB and J. Clarke Richardson)**

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, set out in 9.04 above.

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 J. CLARKE RICHARDSON COLLEGIATE 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 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. 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 RESEARCH 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, 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.



