

## **Table of Contents:**

### Title

Table of Contents

Mission Statement of Reston Collegiate

RCI Expectations for Students

School Wide Discipline Cycle

Divisional Rules/Policies

Expectations for Teachers

Fire Drill Procedures

Student Graduation Requirements

Student Evaluation Policy

Student Course Changes

Student Assignment Policy

Book Care Policy

Guidelines for Writing Examinations

Cheating Policy

Rewrite Policy

Computer Games

Computer/Internet Use

School Dance Policy

Rural Students/Leaving School Grounds

Attendance Routine

Student Examination Policy

Reston Collegiate Dress Code

Open Campus Policy

Tornadoes

RCI Discrimination Policy

Travel Expenses for School Activities

School Security

Cellular Phones

This document, The “Reston Collegiate School Code of Conduct”, compliments the Fort La Bosse S.D. Policy.

### **MISSION STATEMENT OF RESTON COLLEGIATE INSTITUTE**

RCI will, wherever possible, work in partnership with our communities to empower our students to adapt to the changing needs of society and, while attempting to provide for the diverse abilities and interests of students, strive for excellence in education through the use of the technological and informational tools required for lifelong learning.

### **GOALS**

#1

Given time and opportunity it is our goal to maintain, within a safe, clean and pleasant physical environment, a school that is sensitive to the individual needs of students and able to deliver high quality programming that enables students to be successful at departmental levels.

#2

It is our goal to attempt to strike a balance between the acquisition of new technology and the maintenance of a good supply of current textbooks in all subject areas.

#3

It is our goal to work to ensure that our treatment of students and all partners in the education process is, fair, equitable and consistent, and perceived to be so.

## **R.C.I. EXPECTATIONS FOR STUDENTS**

As a student at Reston Collegiate Institute you are expected to be:

1. RESPECTFUL of your peers, the school staff, your school and yourself.
2. REASONABLE in your attire and your actions, and
3. RESPONSIBLE for your learning materials, assignments and behavior.

## **R.C.I. CLASSROOM EXPECTATIONS**

As a member of a classroom group at Reston Collegiate you should be aware of the following expectations:

1. Each teacher has the right to teach.
2. Every student has the right to learn.
3. No one has the right to interfere with the teaching/learning process.

### DISCIPLINE CYCLE - MINOR OFFENCES

**VIOLATION OF THE FOLLOWING BEHAVIOR GUIDELINES WILL BE CONSIDERED A MINOR OFFENCE:**

Students are expected to follow directions and come to class on time & prepared to work. Each teacher has the right to teach and every student has the right to learn, no one has the right to interfere with the learning process.

#### **CONSEQUENCES FOR MINOR OFFENCES**

**1. REMINDER**

- unacceptable behavior will be identified - choice of behaving or moving to Step 2 will be given.
- repeat behavior often over time move to Step 2.

**2. IN-CLASS TIME OUT - Teacher.**

- 15 minutes, or to end of period
- visual separation/quiet non-working period
- choice of behaving or moving to Step 3.

**3. OUT-OF-CLASS TIME OUT - Teacher.**

- 15 minutes, or to end of period
- in hallway, another classroom or at Principal's office
- choice of behaving or moving to Step 4.

**4. IN-SCHOOL SUSPENSION - \*\* Teacher and Principal.**

- 1/2 day
- misbehavior here will result in extended I. S. S. time
- upon return to classroom begin at Step 1
- if student repeats past Step 3, move to Step 5.

**5. IN-SCHOOL SUSPENSION - \*\* Teacher and Principal.**

- 1 full day
- misbehavior here will result in extended I. S. S. time
- upon return to classroom begin at Step 1
- if student repeats past Step 3, move to Step 6.

**6. IN-SCHOOL SUSPENSION - \*\* Teacher and Principal.**

- 2 full days
- misbehavior here will result in extended I. S. S. time
- upon return to classroom begin at Step 1
- if student repeats past Step 3, move to Step 7.

**7. IN-SCHOOL SUSPENSION - \*\*\* Principal.**

- 2+ up to 5 days
- misbehavior here will result in extended I. S. S. time or an **OUT-OF-SCHOOL SUSPENSION**
- upon return to classroom begin at Step 1
- meeting with student & parent(s) before reinstatement
- acceptable letter of intention required from student
- if student repeats past Step 3, for the same offence may repeat Step 7 or move to Step 8.

**8. OUT-OF-SCHOOL SUSPENSION - \*\*\* Principal. - 3 to 5 days at home**

- meeting with student & parent(s) before reinstatement
- Student contract required before reinstatement.

**9. OUT-OF-SCHOOL SUSPENSION - \*\*\* Principal/Superintendent.**

- 1 to 6 weeks
- meeting
- contract

**10. INDEFINITE SUSPENSION - \*\*\* Superintendent and School Board.**

- refer to Board of Education with recommendation for expulsion.

**\* PARENTS NOTIFIED WHEN STUDENT REACHES THESE STEPS.**

**\*\* CONTACT WITH TEACHERS EXPECTED/ALLOWED**

**\*\*\* NO EXTRA-CURRICULAR PROGRAM INVOLVEMENT.**

## DISCIPLINE CYCLE - MAJOR OFFENCES

**VIOLATION OF THE FOLLOWING WILL BE CONSIDERED A MAJOR OFFENCE:**

1. Open opposition to authority/willfully disobedient
2. Habitually neglectful of duty as a student
3. Use of improper or profane language (or gestures)
4. Fighting or intentional physical abuse
5. Willful destruction of property/stealing
6. Conduct deemed injurious to the moral tone or well-being of the school

### **CONSEQUENCES FOR MAJOR OFFENCES:**

Note: Sequence begins at Step 4 - Parents are notified at every Step.

<u>Suspension Type/Time</u>	<u>Responsible Staff Members</u>
4. IN-SCHOOL SUSPENSION - 1/2 day	Teacher and Principal
5. IN-SCHOOL SUSPENSION - 1/2 day to 1 full day	Teacher and Principal
6. IN-SCHOOL SUSPENSION - 1 to 2 full days	Teacher and Principal
7. <b>IN-SCHOOL SUSPENSION</b> - 2 to 5 full days	Principal
8. <b>OUT-OF-SCHOOL SUSPENSION</b> - 3 to 5 full days	Principal
9. <b>OUT-OF-SCHOOL SUSPENSION</b> - 1 to 6 weeks	Principal, Superintendent
10. <b>INDEFINITE SUSPENSION</b> - refer to Board of Trustees with recommendation for expulsion	Principal, Superintendent

**REMINDER: STUDENTS HAVE A RIGHT TO BE IN SCHOOL, BUT IT IS ALSO A PRIVILEGE- IF THEY ABUSE THE PRIVILEGE, THEN THE MOST LOGICAL CONSEQUENCE IS TO PROGRESSIVELY LOSE THE PRIVILEGE.**

SUSPENSION ONLY OCCURS AFTER A STUDENT HAS CHOSEN TO MISBEHAVE!

## **Divisional Rules/Policies**

The following is a list of regulations for students of the Fort La Bosse School Division:

1. Students must at all times be punctual and courteous to teachers and to fellow students.
2. Students must be clothed in a clean and tidy fashion.
3. Students must be orderly in classrooms, corridors, on stairs, and in school buses.
4. Consuming drugs and alcoholic beverages on school premises, playground or in school buses is strictly prohibited.
5. Students must not in any way deface or damage school walls, desks, or other school property. In such cases, the Division will require pupils or their parents to pay for damage.
6. Students may leave the school grounds during regular school hours only with the permission of the Principal. Gr. 11 and 12 students with Open Campus rights must sign out from school in the office.
7. Students not residing in town and being transported to school are required to present to the school office at the beginning of the school year, written permission signed by the parent or guardian allowing such student to leave the school grounds during the noon hour for the entire school year or on certain specific occasions. In these cases, a form letter will be supplied by the school concerned.
8. Where there is a telephone in the school, it is for business purposes. Students may use it only with consent of staff member.
9. Students are expected to make a maximum effort at all times. Students whose conduct or academic progress is deemed unsatisfactory may be asked to withdraw from school after consultation between the parents, principal and the Board of Trustees.
10. Students remaining at school for lunch shall use the assigned lunch rooms and shall be under the supervision of noon hour supervisors and teacher(s) in charge of lunch rooms and school facilities.
11. Students who absent themselves from school must present reasons for their absence on their return which will be subject to Division and school policy.
12. Library and text books supplied to students are on loan only. Students are responsible for the care of books and their return in good condition.
13. Violation of school regulations cannot be tolerated. Students who persist in conduct that is contradictory to the policy of the school or of the Division will be subject to suspension by the Principal, and ultimately to expulsion, dependent upon the decision of the Board of Trustees.
14. Students staying in the school later than the afternoon dismissal may do so only under the supervision of an authorized person. Such a person shall be the Principal, a teacher, or someone so designated by the Principal.
15. Billeting of students is arranged where possible in the event that buses are unable to complete their runs. Parents are responsible for costs of board and sleeping accommodation where requested.
16. The Public Schools Act prohibits a student's carrying to school "any rifle, gun or other offensive or dangerous weapon."

17. Any student found guilty of attempting to undermine the authority of the school Principal or other member of the instructional staff, or to otherwise interfere with the operation of the school shall be subject to immediate expulsion upon the decision of the Board of Trustees.

## RESTON COLLEGIATE

### **EXPECTATIONS FOR TEACHERS**

1. Fort la Bosse School Division operates on a six day cycle. A school year calendar indicating the day of the cycle and events at R.C.I. will be distributed at the beginning of each school year. Please submit dates for annual programs prior to June 20<sup>th</sup>.
2. Teachers are required to be in the school at least ten minutes prior to homeroom periods, and in their homeroom five minutes prior to class.
3. All teachers are responsible for assigned supervision duties.
4. All teachers are expected to submit expectation and evaluation policies to the principal prior to their first class of the semester/year. These policies should also be distributed and discussed with each class. Your evaluation policy should outline how assignments, projects, homework, regular schoolwork, tests and exams will be scheduled and graded.
5. Teachers must establish the general rules for their classroom the first day of classes so that students know what is expected of them. This should include a prepared text which is consistent with school expectations for student behavior. A copy is to be forwarded to the school office prior to your first class.
6. All teachers are expected to handle discipline problems to the best of their ability. This discipline should be consistent with the school discipline plan. When unruly students do not respond appropriately the matter should be immediately brought to the attention of the principal.
7. Any suspected incident of drug use/abuse, including alcohol, must be immediately reported to the school principal.
8. Textbook(s) and related class materials supplied by the school are to be distributed on the first day of class or as required. The teacher must record the condition of these items and check them again upon their return. Students are responsible for these materials and appropriate fines will be levied for loss or abuse of school materials.
9. Any teacher planning a fund raising activity should advise the principal of their plans prior to September 10<sup>th</sup>. Board approval is necessary for all fund raising activities on the appropriate form.
10. Special items from the bulk order are available from the school secretary. Please check all items you are taking with the secretary so that we may maintain our inventory adequate to meet future requirements.

11. Subject teachers are responsible for keeping class attendance forms for each student and for completing policy expectations related to unsatisfactory student attendance records.
12. Each room should have an emergency evacuation route posted by the door(s). Homeroom and subject teachers should be sure they and their students understand all fire drill routes and procedures. We are required to hold a minimum of ten fire drills annually.
13. All teachers are expected to cooperate in keeping the school clean. Please assist with general school clean-up times and keep the areas for which you are responsible neat and orderly.
14. Student homework assignments should be reasonable and grade appropriate. Please consider other course demands and check/list major projects on the staff room calendar.
15. Field trip plans must be approved before any details may be finalized. The permission of the principal, superintendent and/or the Board will be required. Please book school bus or other requirements well in advance of your departure time.
16. Teachers taking students outside for any activity should advise the secretary/principal of their plans before leaving the school. Teachers will ensure that lines of communication may be established at all times with the school (Cel. Phone, Radio etc.) Teachers must have all necessary student information with them at all times.
17. Field/sport trip sponsors must leave a list of all students who will be accompanying them with the secretary. They must also pick up the required student information and complete travel forms before their departure.
18. Teachers must send home notification of concern regarding actual or anticipated unsatisfactory student performance prior to final exams. A copy of the form must be submitted to the office to be placed in the student's file.
19. Final exams with a value of 30% of the Final Mark, are to be "set" by all S1-S4 subject teachers unless other arrangements have been made with the principal. Gr. 7 & 8 students will write Final Exams in ELA and Math worth 30% of their Final Grade.
20. Teachers are expected to maintain an effective communication link with their parent group. This will include regular student reports when required, plus keeping parents advised of positive contributions/achievements related to any school related activities or advising parents about unacceptable assignments, tests and/or poor grades.

21. Course adaptations and/or modifications may be required to accommodate students with specific learning difficulties. Any such modifications must be approved by the principal and be designated on the student report by the letter "A" or "M" following the student's mark. I.e. 55M
22. All forms and/or information required by the school, Divisional or Department should be completed and submitted early enough to reach their destination prior to the due date.
23. Teachers should receive prior approval from the school Principal before purchasing supplies through school budgets.
24. Any teacher who is uncertain about/disagrees with school procedure, or is having a problem dealing with another staff member should go to the principal for clarification and /or assistance. Let's leave the staff room for student discussions, casual consultations, informal exchanges, coffee and relaxation.
25. All teachers are expected to follow the policy guidelines for the Department of Education, Fort La Bosse School Division and Reston Collegiate Institute.

**FIRE DRILL PROCEDURE**  
**GENERAL GUIDELINES**

1. First person to a closed door shall touch it to see if it is hot. If it is at room temperature that person should open the door and hold it open for all the other groups using that exit route. If the door is hot DO NOT OPEN it. Return to your desk and await instructions from the teacher in charge.
2. The teacher should leave the classroom only after determining that the room has been cleared. Be sure to close the doors and windows before vacating your teacher station. Leave all room lights on.
3. Students must walk to the designated exit in single file and stop for any line preceding them to an exit.
4. The last staff member to clear a hallway should be sure all doors/windows are closed
5. The Principal and/or Room 9 teacher will check the boys' washroom. Room 11 and/or Room 12 teachers will check the girls' washrooms, shower/change rooms and stage area. The Rm. 10 teacher will check the janitor/s area and staff room. The librarian will check the Student Support Services Area. The Room 2/3 teacher will check the typing/computer rooms and the gym. Room 6/7 teachers will check the kitchen and handicapped washroom.
6. Rooms exiting via the front (west) door shall turn left and proceed down the ramp to the parking lot.
7. All students/staff are to report to their designated area of the parking lot immediately after leaving the school.
8. Senior 4 students will line up parallel to the front of the cars in the student parking area facing North. Senior 3,2,1 and Grades 8 & 7 will follow in order – each line being on the west (left) side of the higher number group. Leave a good distance to the fire hydrant and do not back onto the roadway.
9. Homeroom teachers should carry their homeroom class list. The school secretary will carry the day register/sign out information with her. Homeroom teachers will report all absentees to the secretary A.S.A.P.
10. Emergency Alternative Routes are to be used only if the normal exit path is blocked.
11. DO NOT re-enter the building until TOLD TO DO SO.

## **FIRE DRILL ROUTE PATTERNS**

Library: West door, left side  
left side.

Room 10 (Chem. lab): West door right side

Room 11: West door, right side

Room 12: West door, right side

Room 6: South door, Right side

Room 7: South, Right side

Room 8 West door, Left side

Room 9: West Door Left side

Room 4 (Multi Purpose): South door, Left side

Room 3 (Keyboarding Lab): East door, Left side

Room 2 (Computer Room): East door, Right side

Room 1 (Industrial Arts): Rear Door, I.A. area

Gymnasium: South door, Left side

E.A.R.: via Resource area, South door,

E.A.R.: Gym North door

E.A.R.: Gym North door

E.A.R.: Gym North door.

E.A.R.: West Door, Left side

E.A.R.: West Door, Left side

E.A.R.: South door, Right side

E.A.R.: South door, Right side

E.A.R.: East door, Right side

E.A.R.: South door, Left side

E.A.R.: South door, Left side

E.A.R.: East door, Left side

E.A.R.: Gym, North door

## SENIOR YEARS GRADUATION CREDIT REQUIREMENTS

(Minimum of 28 credits)

Senior 1	Senior 2	Senior 3	Senior 4
<i>Language Arts</i>	<i>Language Arts</i>	<i>Language Arts</i>	<i>Language Arts</i>
<i>Mathematics</i>	<i>Mathematics</i>	<i>Mathematics</i>	<i>Mathematics</i>
<i>Sciences</i>	<i>Sciences</i>	<i>Sciences</i>	<i>Sciences</i>
<i>Social Studies</i>	<i>Social Studies</i>	<i>Social Studies</i>	<i>Social Studies</i>
<i>French</i>	<i>French</i>	<i>French</i>	<i>French</i>
<i>Physical Education</i>	<i>Physical Education</i>	<i>Physical Education</i>	<i>Physical Education</i>

**Optional Credits:** 13 from subject areas such as:

- Language arts (additional)
- Mathematics (additional)
- Sciences (additional)
- Social Studies (additional)
- Basic French
- Other second language
- The arts:
  - Visual arts
  - Music
  - Drama
  - Dance
- Physical Education
- Health Education
- Skills For Independent Living
- Technology Education
  - Vocational Industrial
  - Home Economics
  - Business and Marketing
  - Industrial Arts

Students must ensure that they meet the entrance requirements of the post-secondary education, training, or work situations they intend to pursue. Within the optional subject areas, students must complete 1 Senior 3 credit and 2 Senior 4 credits.

NOTE: School Initiated courses (SICs) and Student-Initiated Projects (SIPs) may be used to fulfill the graduation requirements within the optional credits to a maximum of 11 and 3 respectively. Depending on the different requirements of the four school programs, the number of possible SICs used as optional credits may vary.

Fort La Bosse Regular Diploma - 28 Credits

Fort La Bosse Silver Diploma - 30 Credits

Fort La Bosse Gold Diploma - 32 Credits

Mature Student Diploma (19 yrs. +) - 8 Credits – Four S4 Level and any other four Credits

Technology Diploma - 8 Technology Credits

## Student Evaluation Policy

1. Student evaluation at Reston Collegiate will be based on a combination of **Term** and **Examination** marks.
2. All regular Gr. 9 - 12 courses will have final marks based on 70% term work and 30% final exam/summative assignment.
3. Gr. 7 and 8 students will have a 30% final exam/summative assignment in ELA and Math, all other courses will have a mark based totally on Term Work.
4. Students taking Modified Courses or courses associated with an IEP will not write final exams.
5. Students/Parents will receive progress reports for courses at the end of each of the four terms.
6. In all subjects a passing standard of 50% has been set. However, even though this may be deemed a pass mark it is far below the level of competency we expect our students to achieve. Furthermore marks in the lower range (50-65%) may indicate a greater degree of difficulty as increasing levels of understanding are required in succeeding years. At the junior level some program modification may need to be considered. For high school students a lower level program may be advisable.

## *Student Course Changes*

### At Beginning of a Program

1. A student's request to transfer between courses, or to enter a new course will be honored anytime during the first six days of instruction.
2. A student who chooses to exercise this option will be responsible for any "catch up" work or tests required by the instructor.
3. "Catch up" work, as requested, must be completed promptly and as directed by that instructor. Students who **do not** complete the program as required will be assigned a score of "0" as well as an "incomplete". The incomplete mark may be erased only by the satisfactory submission of the required materials.

### Late Transfers

1. The last date for course changes where the material is offered at different levels of difficulty (A, F, S, G, M) will be 20 teaching days into the program.
2. Such a change should be made only if the block scheduling of the student's timetable allows. (Not a contract setting)
3. Students opting for a late transfer must first receive the permission of the sending and receiving teachers, their parents and the school administration.
4. Students granted a late transfer will be required to complete a package of materials upon which their term mark up to that point will be based. The materials so assigned will be subject to the school assignment policy as major projects.
5. Students accepting a teacher-initiated late transfer will be required to complete a make-up package of materials that will be scored as their first term mark.
6. In all late transfers the onus is upon the student to complete the prescribed package of materials before they will be eligible to receive a credit for the course.

### Transfers in Combined Setting

1. When the courses the student is switching are taught by one instructor, in a single setting, a transfer may be granted at any date up to the end of the first half of the course.
2. No make-up package of material will be provided/required except that any group specific project or assignment completed by the "general" class may be assigned. The materials so assigned will be subject to the school assignment policy as major projects.
3. The above item notwithstanding the project, test and term work the student has recorded to date the transfer is approved will remain as the first term mark. No re-evaluation of assignments, tests or term work will be undertaken.

## **General**

1. All attendance records will be forwarded to the next subject of choice.
2. There will not be any transfer allowed following the final exam in a particular subject.  
(If you fail Applied Math 20S you are not given a credit in Consumer Math 20S)
3. Students have the option of choice between courses and that includes the option of not necessarily succeeding.
4. Students should seek/be attentive to the counsel of parents and/or school staff as regards course recommendations and selection either before the program begins or as problems arise.
5. Students and their parents should realize when they are in a course that is inappropriate for them.
6. Students would be well advised to make any transfer requests as soon as it is evident that they are "At Risk" in their program of choice. This would most appropriately be requested by the end of the first month of classes.
7. Students should consider a transfer as soon as their standing in the "Specialized" program falls below sixty (60%).
8. Teachers should contact the student and parent as soon as it is apparent that alternatives should be considered.
9. Although students have the right to enroll in and challenge difficult programs, there is no guarantee that they will be successful at that or any level.
10. Only transfers from a higher to a lower level course will be considered after the completion of the first full rotation in the school cycle.
11. No alterations in the timetable will be made to accommodate course changes.

### Student Assignment Policy

All teacher assignments for students (Gr.7 - 12) classified as “Major Projects” will be required to be completed and are subject to the following guidelines:

1. All major assignments must be submitted no later than 3:40 p.m. of the due date.  
(Teachers may choose to set a time earlier in the day)
2. Students should work to complete and submit assignments **Before** the due dates so as to avoid the unexpected/unplanned events that may suddenly make it difficult to complete a task on time. Students who are absent on the day an assignment is due **must** make alternative arrangements to have their assignment submitted on time on that due date. There are virtually **NO** acceptable excuses for a late assignment.
3. Late assignments will not receive a mark. A score of “0” will be assigned.
4. Incomplete assignments may be submitted for partial marks. This is preferable to losing all marks awarded for an assignment or project. Such submissions may later have to be upgraded to acceptable standards as requested by the subject teacher or an incomplete (I/C) may be given and no credit granted.
5. A satisfactory late assignment will be required before a passing grade will be assigned for any subject.
6. All major course projects and assignments must be submitted **by the final day of the semester/year students are scheduled to be in that course.**
7. If a major assignment is not completed with in the course an incomplete (I/C) will be assigned and no credit will be granted for that subject.

## **Book Care Policy**

### **Objectives**

1. To indicate to students the proper use and treatment of books.
2. To encourage students to respect school (public) property.
3. To instill within the students a sense of responsibility for items assigned to their care.
4. To minimize the replacement costs for school books.

### **Procedure**

1. All textbooks assigned for use will be assessed by the subject teacher and the student at the time of issue and the following records shall be kept:
  - a) The book will be scored as being in New/Good/Fair/Poor condition
  - b) All deficiencies such as those outlined in number 3 below will be noted
2. If the textbook is lost the student will pay a penalty in relationship to the condition of the text they received.

New	-	100% of replacement cost
Good	-	80% of replacement cost
Fair	-	65% of replacement cost
Poor	-	50% of replacement cost
3. If the textbook is damaged any of the following penalties may be levied at the end of the course.

Damaged cover	-	up to 25% of the replacement cost
Writing/Doodling in text	-	\$1.00 per page
Pages bent over	-	up to \$1.00 per page
Hinge (back) broken	-	25% of replacement cost
Pages torn	-	up to \$1.00 per page and repair costs (replace if too severe)
Excessive wear and tear	-	15% of replacement (condition score drops more than one category)
Damage beyond reuse	-	as in # 2 above
4. Textbooks requiring repair during the year should be brought to the teacher's attention as soon as possible.
5. Library books not returned must be replaced either by the same title or by a book of similar value.
6. All charges levied should be paid before the student will receive his/her report card.

Note: It is not uncommon for textbooks costs to be from \$50.00 to \$100.00. Please look after all your books and treat them with the care they deserve.

### Guidelines for Writing Examinations

1. All students **must** write their examinations or provide a medical certificate to verify that they were not able to write them.
2. Students are to find out from their individual class teachers precisely what equipment they are to take to the gym/computer room, to write particular exams and to take along extra pens, pencils, etc.
3. All exams will be written in the gym unless other locations are indicated.
4. Absolutely no texts, binders, notes or pencil cases will be permitted into the gym.
5. Desks will be assigned for examinations. Check the lists that are posted by the gym door. Desks will be assigned by letter and number. (Row E Desk 4) E4
6. Once you enter the examination room **absolutely no talking or communication** of any kind will be permitted.
7. For most subjects the **minimum** writing time will be **one and one-half hours**.
8. Anyone caught talking, communicating, or using notes during the exam period will have their examination taken away and a mark of 0 awarded.
9. Before leaving the exam room students must write their name and indicate the departure time on the sign out sheet, which will be on a table, near the door. Exams are to be left on that table.
10. Students will be permitted to leave the school after they have completed writing each exam **only** if they have turned in a signed parental permission slip.
11. Students leaving the exam room should do so as quietly as possible. Please do not congregate in the hallways or around exits. Please respect the fact that other students are still writing exams or in class.
12. Students who do not leave school after exams shall go to the library. The library will serve as a study room. No other rooms are to be used unless permission is received from one of the teachers.
13. If the school is closed on an exam day the exam missed will be written on the morning of the first day back. The subject scheduled on the exam timetable will be written in the afternoon of that same day. Be sure you have all books at home which you may need under these circumstances.

### Cheating Policy

Students who are found to have cheated on an assignment, test or exam shall be dealt with as follows:

1. The paper shall be taken away immediately.
2. A mark of "0" will be assigned.
3. The student will not be eligible for an Award in that subject.
4. The student's name will be forwarded to the office where it will be placed on a list of such students indicating the date/circumstances of the event.
5. Repeat offences will result in notification of the student's parents. For the purposes of this policy cheating shall be confined to tests, exams or major assignments intended for evaluation.

This policy **shall** be strictly adhered to by all staff members at Reston Collegiate.

## Rewrite Policy

**Some** of the teachers at Reston Collegiate may wish to prepare rewrite papers for their students as a means of maximizing understanding and learning potential. If students are interested in using rewrite papers to improve their knowledge in a course and/or increase their score they must follow the guidelines listed below. Remember, teachers **do not have to provide** rewrites in a course.

1. Each teacher has the right to use “rewrites” as a part of their program if they choose.  
N.B. The students should make themselves aware of each teacher’s position on this issue at the beginning of each course.
2. If a rewrite policy is available within a particular course:
  - a) It will be available to all students regardless of their first mark
  - b) Students who wish to do a rewrite must advise the teacher of their intention to do so within two weeks of the return of the original paper
  - c) Students must correct the original paper first and/or undergo a period of supervised study in preparation for the rewrite
  - d) The “rewrite” paper **must** be different from the original paper and of at least the same degree of difficulty
  - e) The “rewrite” paper cannot be written in scheduled class time
  - f) The mark assigned for the specific section of the course will be the average of the original paper and the rewrite paper
  - g) The rewrite time requirements should be scheduled around other school activities, i.e.. Intramurals, Student Council Activities
  - h) There will be no rewrite privilege for a student in a unit where their test paper has been taken for cheating
  - i) There will be no rewrite privileges for final exams

## Computer Games

Students may play games on computers during class time only with permission of and direct supervision by a staff member. Furthermore, in a shared area, it is understood that should students from one class be rewarded by access to games while students in a second class require more stations for research/class work, the students on games will be “bumped” by those seeking access for an education purpose.

For the library, if students are on games or non research sites and a class group arrives, those students engaged in non-directive activities will be expected to relinquish their stations. If required, students doing independent research work or word processing may also be bumped when larger class groups under the direction of a staff member wish to use the area for class work.

Students must always have the permission of a staff member **before** using a computer.

Note: No student is to engage in any on-line gaming activity, which may be considered gambling.

**Consequences:** Inappropriate use of computers will result in the loss of computer privileges.

## Computer/Internet Use

RCI Students:

1. May use the Computers and Internet Access **only** with the permission of the supervising staff member.
2. **May** use **only** their assigned password to access the system.
3. Must log in each time they wish to access the system.
4. May not use Chat Lines and may access E-Mail only when associated with school assignments.
5. Must not download executable program files.
6. Must not use personal disks to bring in foreign materials.
7. Must carefully screen all material before selecting to print.
8. May use CD's (Music/Games) only with the permission of the supervising staff member.
9. Accepts full responsibility for system use during the time it is assigned to him/her. Students **will be** held liable for any costs associated with their inappropriate use of computers.

**Inappropriate use** shall result in the student being **denied access to any school computer at any time** as set out below:

First Offence - One Week

Second Offence - One Month

Third Offence - Remainder of the School Year

**For students in computer based courses it is understood that these guidelines will apply to class time and that the unauthorized use of computers and/or Internet may result in the loss of privileges leading directly to a loss of credit.**

### School Dance Policy

1. A list of at least 3 sets of parent-chaperones and at least 3 teachers is required before a school dance will be approved. A teacher-parent may not fill both positions in the same evening. The supervisor responsibility may be split into shifts as long as the required number of chaperones are always on duty
2. A copy of this policy must be made available to each parent chaperone on the date of the dance.
3. Chaperones, teachers and their escorts are not to be charged admission.
4. The names of guests are to be submitted by 12:00 p.m. the day of the dance. The guest list must be approved by the Principal or designate. Guests names should be checked with this list which will be available at the door. Note: **The student signing in a guest(s) will be held accountable for the behavior of their guest(s).**
5. Chaperones should be here ten minutes prior to their assigned time. Please meet in the staff room. Coffee will be available and coats, etc. may be left in this area.
6. Students who may be detained due to attendance at other events or for other allowable cause may ask to have their name placed on a late admissions list. This list must be approved by the Principal or designate. No students are to be granted late admission if their name is not on the list.
7. The doors to the school will be locked at 10:00 p.m.. Once the doors have been closed no students will be allowed to enter unless they are on the late list. Furthermore, anyone leaving the dance will not be allowed to return unless they have the permission of a supervising teacher.
8. Chaperones are asked to rotate breaks so that a least one half of the chaperones are always supervising. No form of alcohol is permitted in the school. Offenders will be detained and may be reported to the R.C.M.P. Students under the influence of drugs/alcohol will be requested to stay until their parents can come for them. The R.C.M.P. are responsible for the outside school yard and may also make periodic checks in the school. The R.C.M.P. are to be notified of the school dance well in advance by the student group in charge of organizing the event. If a student becomes disruptive or abusive towards a parent chaperone, the chaperone must notify the attending teacher(s) who will take appropriate action.

12. Male chaperones are expected to check the boys' washroom **at least** once every half hour and not in a regular pattern. Female chaperones are expected to check the girl's washroom in a similar manner.
13. While on duty there should be at least one chaperone in the gym, one at the door and at least one other chaperone constantly circulating throughout the general area. Note: The outside exit door from the gym should be checked regularly (may be left open on hot nights when supervised).
14. School dances will end no later than 12:30 am.
15. By Board policy there is to be no smoking in the school or on the school grounds.

### Regulations Related TO Rural Students

1. In the morning students are expected to meet the bus at the scheduled time. Students who are not at the point of pick-up at the scheduled departure time are to be waited on only if they are within a reasonable distance away from the bus.
2. After school students are to be aware that no bus is to wait longer than 5 minutes after their dismissal bell rings at 3:35 p.m.
3. A driver has the right to refuse transportation from the home to the school to any student who, in his opinion, is not adequately clothed to cope comfortably with the severe seasonal conditions. The driver must inform the Division Office of the matter within twenty-four hours of refusal to transport.
4. Should the student wish to travel in any other way from school to his/her home, or leave the bus at a different point than the original pick-up point, permission to do so may be granted providing such change is requested by parent/guardian in writing. A letter indicating the days when the children would not be using school transportation would suffice. The bus driver should be advised of the names of any students who may not be returning on the bus or who will be getting off at a different point.
5. Students coming in the morning with transportation other than that provided by the division and intending to go home by regular transportation provided by the division, must report to the driver when boarding the bus at dismissal time.
6. In case of an emergency, and upon verbal request by the parent, or an adult authorized by the parent, the principal, or some other one delegated by him, may grant permission to travel in a manner other than on the bus or for a student to leave the bus at a point other than the student's regular pick-up point.

### Leaving School Grounds

1. Rural students are allowed to leave the school at noon hour when they return the parental consent form **IF** their behavior warrants them having this privilege. Students forfeit this privilege the moment their conduct is unsatisfactory. Students without a consent form on file may bring a note to leave the school each time.
2. Any student who leaves the school grounds during the school day must sign out at the office and sign in upon returning to the school (Including students in Gr. 11 and 12 with Open Campus Privileges). Exception: Over the noon hour for all students intending to return before the afternoon assembly bell.
3. Students are advised **not** to ride as passengers with other students without parental permission. Groups of students should not "ride around" during the noon hour.

## **Attendance Routine**

### **Class Attendance**

Attendance will be taken at the start of each class period and recorded in the Maplewood program by the teacher. Students not in the classroom when the bell rings to start the period will be marked as late. Students that arrive after the mid way point of the class will be considered as absent for the entire class. Students leaving the school or returning to school must sign in/out at the office.

## **Student Examination Policy**

The examination papers written by the students of R.C.I. will be handled as follows:

1. Examination papers at all grade levels may be reviewed by the students in class or may be made available to students for study purposes. Whenever the papers are used by students they must be returned to the teacher upon request.
2. All examination papers are available for parents to view upon request.
3. All examination papers will eventually be retained by the teacher.
4. All examination papers retained by the teachers will be kept by the school until September 30th of the next year. If any student/parent has any reason to question an assignment mark, it must be done before that date.

### *RCI Dress Code*

The purpose of our dress policy is to outline a standard of dress, which will establish a proper business and educational climate within our school. In this regard students are expected to maintain a satisfactory level of personal hygiene and dress for all school activities. Specifically:

\*Students must be dressed in a clean and tidy fashion.

\*Students must wear clothing, which covers their mid-riff (front and back), and cleavage area. Mini skirts and shorts must cover an acceptable portion of the legs at all times.

\*Students will not wear gang related apparel or gang related colors.

\*Clothing with either a picture, slogan or wording which either specifically, or suggestively is in poor taste, demeaning, or promotes alcohol, drugs, racism or sex etc. will not be acceptable.

\*Hats / Headwear are not to be worn in school or during indoor school activities, and will be removed at the door when entering buildings.

\*Footwear is mandatory at all times.

Students who are found to be in violation of the above policy will be requested to make an immediate change so that their dress will comply with expectations. Repeated wearing of inappropriate attire will be considered as a sign of willful disobedience and dealt with as outlined in the student discipline code.

## **R.C.I. Open Campus Policy**

### **Objectives:**

- To instill a sense of responsibility in our students in respect to utilizing free time in the school and in the community.
- To recognize achievement and the level of competency attained.
- To encourage a continued acceptable level of performance.

### **Entitlement:**

To be entitled to the privilege of leaving school during unassigned time students should:

- Be enrolled in Gr. 11 or 12.
- Return a signed permission slip from their parent/guardian or be 18 years of age.
- Maintain a passing average in each subject they are enrolled in.
- Follow the Fort La Bosse School Division Attendance Policy
- Maintain an acceptable level of participation in all student and school activities.
- Avoid poor behavior/attitude, loitering, etc. as determined by staff.
- Avoid behavior/attitude which could lead to a parent withdrawing privileges.

### **Routine:**

To retain their privileges students must:

- Respect the rights of classes in progress when leaving or entering the school.
- Indicate specifically where they intend to go on the sign out paper and sign **only** for themselves.
- Indicate their return time in the sign out book.
- Return to the school by 3:30 pm, if they are a Bus student.
- Be responsible for information contained in announcements made while they are absent.

## **TORNADOES**

Tornadoes develop so quickly that often very little warning is possible. It is imperative that procedures be given similar priority that we give to fire drills.

### **If warning is available:**

If in classroom, use P.A. system to announce the threat in order that everyone moves to their designated area.

### **If no warning is available:**

Crawl under desks/tables.  
Stay away from windows and loose objects.

### **If outside:**

If there is time, go to designated area.  
If there is no warning or time, everyone lie flat on ground in open area away from trees, equipment, etc.

Avoid auditoriums, gyms, or any rooms with a wide free span roof.  
School corridors are often well constructed and the walls could help uphold the roof even under severe conditions.  
If there is time, open one or two windows on the leeward side to reduce the explosive effect.

Plan for tornadoes similar to the way you plan for a fire emergency by discussing the threat and practice safety procedures.

## **RCI Discrimination Policy**

Reston Collegiate is a place where the rights of each individual are respected. One of these rights is "The right to learn." In a caring environment of safety, trust and fairness, each individual can set personal and educational goals, can get involved and can become a productive and contributing member of our school community and of our society.

As a result of these responsibilities and expectations, this school will not accept in any form any of the following:

- anti-social behavior (bullying, etc.);
- abusing physically, sexually, or psychologically - orally, in writing or otherwise;
- discrimination on the basis of any characteristic set out in subsection 9(2) of *The Human Rights Code*;
- unacceptable language - obscenities, etc;
- vandalism;
- violent behavior towards others;
- verbal harassment of fellow members of our school community.

These actions will be treated seriously and have consequences which may be related to the parents or guardians. The consequences for inappropriate behavior will be administered as per the Fort La Bosse Student Discipline Policy. Consequences may range from removal of privileges to suspension from classes and school, to expulsion. All infractions and consequences will be recorded.

Gang involvement or gang style activities in any form will not be tolerated!

In the case of alcohol, drugs, or matters of a criminal nature, parents will be notified immediately. R.C.M.P. may be notified.

In all cases where disciplinary measures are appropriate, these measures will be in accordance with *Fort La Bosse Policy JK & JK-R, Student Discipline*. All actions by school and division personnel in matters relating to discipline may be followed up by an appeal process. This process is also outlined in *JK-R*:

## **Travel for School Activities**

Travel Fees for School Activities: 1) Extra Curricular  
2) Sports  
3) Field Trips

will be estimated before the activity starts, and divided up evenly among participants. Volunteer drivers will be compensated at a rate of \$0.15 per kilometer. Division rates for busing will be applied when using a school bus. Payment for volunteer drivers will be made at the end of the activity or season involved.

Students and/or teams that advance past the regular season or activity will be expected to cover transportation costs associated with their participation.

Payment of Travel Fees or acceptable arrangements for payment will be completed before students participate in activities. Refunds of Travel Fees will be considered on a case by case basis.

Travel Fees may be subsidized by: Travel Grants (Westman Sport Assoc.)  
Student Council  
Fundraising  
Team/Class Funds  
Out-of-School Groups

It is expected that all Parents/Guardians will attempt to take their turn driving to activities. Drivers are to sign the appropriate forms and leave a photocopy of their license and registration at the school office. Copies will be kept on file on a yearly basis. All other travel protocol will remain as are currently in place through Division and/or School Policies.

## **Cel Phones**

- All student cel phones will be turned off and left in their lockers during the school day.
- Students that need to use their cel phone during the regular school day may do so outside the school building or with permission of a staff member.
- Cel phones may be taken on out of school excursions but must be turned off except with permission of the staff supervisor.

### **Students not following the Policy**

- First offence – Student cel phone will be taken to the office and may be picked up at the end of the day.
- Second offence – Student cel phone will remain at the office for One Week.
- Third offence – Student cel phone will remain in the office until it is picked up by a parent/guardian.

## **School Security**

- School doors will be closed and locked during regular school hours except for the main entrance beside the office.
- All visitors and students coming to school after the start of classes shall use the main entrance to enter the school.
- Cameras view and record all activity in RCI School Hallways twenty-four hours a day.
- The AAA security system monitors the school building during non school hours. Individuals/Groups using the RCI building after regular school hours will need to have a user code.
- All School Personal will be assigned a security code and be responsible for re-setting the security system when leaving the building.