

ROYAL BRIDGE HIGH SCHOOL

STUDENT/PARENT HANDBOOK 2026-2027



Your Pathway to Excellence

2567 Lougheed Hwy,
Port Coquitlam,
BC V3B 1B4
604.474.3718

ATHLETIC AGILE COORDI
NATED ANALYTICAL LEAR
NER ADVENTUROUS COL
LABORATIVE INDEPENDE
NT CONFIDENT THINKER I
NVENTIVE VISUAL MATHE
MATICAL INNOVATOR DE
CISIVE MECHANICAL EXPR
ESSIVE OUTDOORSY COLL
ABORATOR INQUISITIVE
DECISIVE CONTRIBUTOR

WHAT ARE YOU
MADE OF?

Daily Schedule

Activity	Time
<u>Period 1</u>	8:30 to 9:40
<u>Period 2</u>	9:45 to 10:55
<u>Period 3</u>	11:00 to 12:10
Lunch Break 12:10 to 13:00	
<u>Period 4</u>	13:00 to 14:10
<u>Period 5</u>	14:15 to 15:25

AFTERSCHOOL HOURS

The school office officially closes at 4:00PM.

Designation	2026-2027
Days in session	206
Schools Open	September 8
Pro-D Day	September 25
National Day for Truth & Reconciliation	September 30
Thanksgiving Day	October 12
Pro-D Day	October 23
Remembrance Day	November 11
Winter Vacation period	December 21 – January 1
Schools reopen after Winter Vacation	Monday, January 4
Family Day Holiday	February 15
Pro-D Day	February 26
Spring vacation period	March 15 - 29
Schools reopen after Spring vacation	March 30
Pro-D Day	April 23
Victoria Day Holiday	May 24
Schools close	June 30

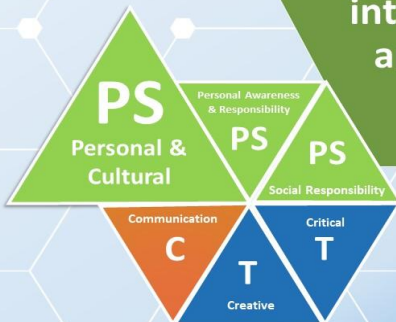
SCHOOL CALENDAR 2026-2027

AT ROYAL BRIDGE
PERSONAL & SOCIAL:

Positive Personal & Cultural Identity

I know who I am and what my strengths, interests, values and priorities are.

I can reflect on how my family, culture and experiences have helped shape who I am.



AT ROYAL BRIDGE
PERSONAL & SOCIAL:

Personal Awareness & Responsibility



I can set goals
and use
strategies and
persistence to
achieve them.

I can use
strategies to
manage my
emotions and
build my
resilience.



AT ROYAL BRIDGE
PERSONAL & SOCIAL:

Social Responsibility

I collaborate with others to build stronger, healthier communities and to protect the natural environment.

I strive to solve problems and conflicts in peaceful and productive ways.

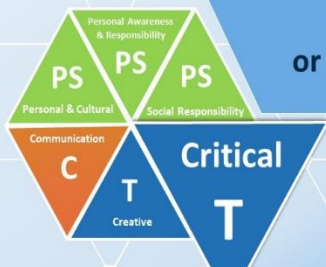


AT ROYAL BRIDGE
THINKING:

Critical Thinking

I can evaluate the credibility of sources of information, and can determine the difference between fact, interpretation, opinion or judgement.

I can analyze my own assumptions and beliefs, and consider opposing views.

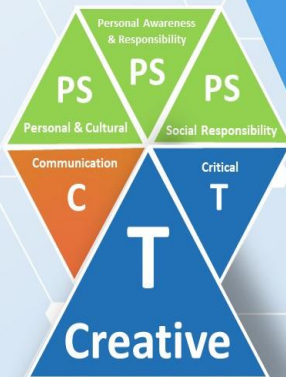


AT ROYAL BRIDGE
THINKING:

Creative Thinking

I combine my ideas with the ideas of others to create new things or to solve problems.

I expect ambiguity, failure and setbacks, and use these to advance my thinking.



COMMUNICATION

I am an active listener – I strive to really understand what others are expressing and respect different points-of-view.

I give, receive and act upon feedback. I can actively reflect on and articulate what I have learned. I connect my learning to my efforts.



VISION STATEMENT

Royal Bridge School is a distinctive and innovative school with the ability to respond to the needs of a diverse student population while supporting academic, social and life skills. Together with students, parents and stakeholders, our vision is to create an environment built on excellence, personal success, inspirational student leadership, and the acquisition of essential and practical competencies relevant to the demands of the modern world.

BC Curriculum

Students at Royal Bridge High School are enrolled in the British Columbia Ministry of Education school system and have the same opportunities for learning as all students in Canada. Marks are reported to the British Columbia Ministry of Education which will issue transcripts and diplomas to our graduates.

“Your bright future begins at Royal Bridge High School.”

SCHOOL GOALS 2026-27

Royal Bridge is a high school whose establishment was based on fostering educational excellence and solid citizenship in our students and recognizing that leadership within our communities is an integral part of being a global citizen.

- **ELL Learners: Refine the process for evaluating the needs of our ELL learners; develop an array of instructional techniques to deliver the program; and use the AIP to provide reporting on each learner.**
- **Student Engagement: Continue to explore ways to develop and sustain a passion and excitement for learning in all students that culminate in celebrating student learning successes.**
- **Reporting: Continue to refine the process of using Student Self-Assessment in the Reporting Process and examine new report cards.**

The ROYAL BRIDGE 6Cs Support our students as they learn to:

- **Communicate**
 - **Create**
 - **Connect**
 - **Challenge**
 - **Collaborate**
 - **Be Citizens of the Globe**
-

TABLE OF CONTENTS

Welcome to Royal Bridge	1
Principal's Message	1
Code of Conduct	2
RBHS Expectations and School Culture & Conduct	2
Appeal Policy & Procedures	3
Attendance Policy	3
Royal Bridge Grading	4
Academic Integrity Policy	5
Royal Bridge Home Stay Application	5
Terms of Homestay Agreement	6
Personal Information Privacy Policy for Parents and Students	7
Information Technology (IT) Policy	13
Student Appearance	14
Academic Integrity Policy (Detailed Rules)	14
Student Safety Tips	15
Appendix A: Major School Rules	i
Appendix B: Attendance Policy	iv

1.



Welcome to Royal Bridge

Our School Vision

Royal Bridge School is a distinctive and innovative school with the ability to respond to the needs of a diverse student population, while supporting academic, social and life skills. Together with students, parents and stakeholders, our vision is to create an environment built on excellence, personal success, inspirational student leadership, and the acquisition of effective competencies relevant to the demands of the modern world.

PRINCIPAL'S MESSAGE

Hello Dear Royal Bridge Highschool Community,

It is with outmost pleasure that I announce myself as your Principal at Royal Bridge High School!

As many of you already know, I have been and still currently am your teacher at Royal Bridge, focusing primarily on English courses, as well as Humanities, Drama and Career studies curricula too. For the past years, I have been enjoying teaching and interacting with our small-knit and multicultural community here at Royal Bridge.

Further, as your Principal, I will continue to make it my goal and direction to be a Principal that communicates with integrity and kindness, one that listens, and shows care not only about the education of our students but their overall well-being and safety as well.

I thank you for your welcome, and for your support. Feel free to reach out to me, to say hi, or if you have any kind of inquiries and/ or comments, anytime that they may arise: nargiza@royalbridge.ca

Sincerely,

Nargiza Gilfan

Principal

Royal Bridge High School is located on the ancestral and unceded territories of the Kwantlen, (kwikwəłəm territory), and Coast Salish Peoples. We value the opportunity to learn, live, play, and share educational experiences on this traditional land. Royal Bridge High School is committed to building strong meaningful relationships and positive partnerships with all the traditional keepers and stewards of this land.

2.

CODE OF CONDUCT

The teachers and administration of Royal Bridge High School believe that all of our students are capable of success. Learning must be purposeful and take place in a safe environment. Consequently, and in accordance with the responsibilities assigned to it by the School Act, the school expects that students will actively participate, through effort and punctual, regular attendance, in their assigned education program.

Expectations of student behaviour, school rules and Policies shall apply to students while at school, while going to and from school, and while attending any school curricular or extra-curricular function or activity.

ROYAL BRIDGE HIGH SCHOOL EXPECTATIONS

We at Royal Bridge believe that appropriate conduct should be based on respect for oneself and for others. This guides all of us at Royal Bridge and is essential to the development of responsible citizens. Student behaviour, dress and decorum shall be in accordance with generally accepted community standards and appropriate for the educational environment. Appropriate behaviour is a responsibility shared among the students, their parents and the school system.

The school believes that our expectations for student conduct are designed to give due consideration to the following:

1. Maintaining a positive and safe learning environment.
2. Respecting the dignity of others, their rights and properties.
3. Providing positive guidelines for student behaviour.
4. Encouraging and promoting educational opportunities for students.
5. Fostering, appropriate to age, a sense of personal responsibility, honesty, and self-discipline.
6. Fostering co-operation, with other students in the achievement of their intellectual, social and career goals.

Through the observance of the above, all students at Royal Bridges hall ensure their participation in a safe, and purposeful education.

SCHOOL CULTURE & CONDUCT

Royal Bridge High School does not condone the following:

- 2. Physical violence, intimidation or threats.
 - 3. The possession, use or distribution of illegal or restricted drugs, including alcohol.
 - 4. The carrying or possession of weapons or simulated weapons.
 - 5. Verbal abuse, profanity, racism, and sexism.
 - 6. Disruption of the classroom or learning environment.
 - 7. Vandalism of school property.
 - 8. Internet use which involves bullying of other students.
- As students become older, more mature and move through successive grades, they are expected to demonstrate increasing personal responsibility and self-control.

Please View CONSEQUENCES AND DISCIPLINARY PROCEDURES on the School Website

3.

APPEAL POLICY & PROCEDURES

Royal Bridge High School embraces procedural fairness. The Appeals Policy is posted on the school website. IF a parent is NOT satisfied with the outcome/decision at the school level, they can request intervention from the Ombudsperson at FISA.

Minor matters will be handled in an informal process between parties involved.

ATTENDANCE POLICY

At Royal Bridge High School, we believe that all students must do their best in the classes in which they are enrolled. They can only do that if they attend all classes regularly and on time. To encourage punctuality and regular attendance, the following rules are in effect. Attendance and supervision Policies are posted on the school website.

PUNCTUALITY

Teachers may ask students to make up missed instructional time due to tardiness.

MISSING CLASSES

Students absent from classes without a valid reason (Drs. Note or Written Letter from Parents/Guardian) or permission from school may be subject to progressive disciplinary steps that may lead to detention, suspension and, if the problem is serious enough, expulsion. Students may be placed on a Learning Contract.
A Drs. Note is required for missing exams/tests/presentations.

ATTENDANCE

Any student who is listed as an unexcused absence and/or late may have to meet with the principal and may be required to make up lost learning time. Strong attendance at school is one of the best predictors of student learning success.

Students with serious attendance/detention issues will be placed on a progressive disciplinary plan as follows:

- Students will meet with the Principal after a combination of 5 lates/unexplained absences in one term. A letter will be sent to parents or guardians.
- Students will be placed on a Learning Contract after a combination of 10 lates/ absences in

one term. A letter/email will be sent to their parents or guardian informing them that if the student continues to not adhere to our attendance policy, he/she may be asked to withdraw from the school/affected course(s).

- The above-stated steps will escalate quicker depending on the seriousness of the absenteeism

ATTENDANCE POLICY

Dear Parents/Guardians:

It is important to note the parameters of Supervision that are present at Royal Bridge High School: Our Supervisory Responsibility begins once a student arrives at 2567 Lougheed Hwy, Port Coquitlam- our school address.

Our Supervisory Responsibility ends once a student leaves 2567 Lougheed Hwy, Port Coquitlam. This includes leaving for: (a) a Break; (b) Lunch; (c) Illness; (d) Appointment; (e) End of School Day; and (f) any other reason. In summary, we are not responsible for students when they leave the campus on a non-school-sanctioned activity.

Note:

IF you do not want your child/ward to leave the school during the school day - other than at the conclusion of the school day - please inform the school in writing via email by the Friday of the 1st week of school.

The school discourages parents from taking their child/children out of school. Parents wishing to take their child/children out of school for 2 days or longer must complete the *“Request for Leave of Absence from School”* form to the Principal.

The remaining tuition fees will not be refunded if the student is asked to withdraw from school.

Remember: Punctuality and regular attendance in classes are critical to improve your academic performance and to prepare you for a University Program adequately.

Royal Bridge Grading

Percentage/ Mark	Achievement of Curriculum Expectations
86-100 (A)	The student has demonstrated the required knowledge and skills with a high degree of effectiveness. Achievement surpasses the provincial standard.
73-85 (B)	The student has demonstrated the required knowledge and skills with considerable effectiveness. Achievement meets the provincial standard.
67-72 (C+)	The student has demonstrated the required knowledge and skills with effectiveness. Achievement meets the provincial standard.
60-66 (C)	The student has demonstrated the required knowledge and skills with some effectiveness. Achievement approaches the provincial standard.
50-59 (C-)	The student has demonstrated the required knowledge and skills with limited effectiveness. Achievement falls below the provincial standard.
Below 50	The student has not demonstrated the required knowledge and skills. Extensive remediation is required.

I	Insufficient evidence to assign a percentage mark (for Grade 9 and 10 courses only)
W	The student was withdrawn from the course.
ESL/ELD - Achievement is based on expectations modified from the curriculum expectations for the course to support English language learning needs. We use an Annual Instruction Plan (AIP) for each ELL Learner.	

5.

ROYAL BRIDGE ACADEMIC INTEGRITY POLICY

Royal Bridge High School aspires to develop honest, ethical and accomplished students capable of being responsible citizens in Canadian society. Education achievement reflects a student's subject area performance and honesty acquired skill, knowledge and ability. Students who participate in any activities that undermine the integrity of education achievement at RBHS are serving neither their own nor society's best interests.

Staff and administration at Royal Bridge endorse the following policy to ensure the integrity of student achievement.

ROYAL BRIDGE Home Stay Application

Date: _____

- **Name of the student:** _____

- **Student's school name and address:**
-
- **Student's Permanent address:**
-
- **Student's contact information such as telephone and email:**
-
- **Student's Father's name and contact Info:**
-
- **Student's mother's name and contact info:**
-
- **Guardian's name and contact info:**
-
- **Any other emergency contact info:**
-

***Please provide the copy of the passport**

Terms of Homestay Agreement (Student & Homestay Family)

1. The family should speak English when the student is present
2. The family will not require or request the student to babysit or require the student to do housework apart from keeping his/her own room, putting things where they should be (such as plates after use) and bathroom clean
3. The family will treat the student with respect and appreciation and will not deal with the student in an aggressive or abusive manner.
4. Make your student aware of rules and regulations of your household, preferably in writing
5. Students can expect to have most of their dinners with the family
6. Student will be provided a room, three meals per day and allow the student to bath daily. A reasonable time to be allowed should be not less than 15 minutes and not more than 1 hr.
7. Student will respect homestay family, their property and will abide by homestay family's rules.
8. Student will call homestay family when student plans to miss dinner, stays out late, or stays over-night at a friend's home
9. Student will not drink alcohol or take any illegal drug. Student understands that if they do, students will be asked to leave homestay immediately. Student also understands that they will not receive any refund of homestay fees
10. Student's school matters will be looked after by their legal guardian, not by the host family, except by calling the school for sick leave.
11. Any damages or breaking items by the student's misbehaviour will be replaced or repaired at the student's cost.
12. Security deposit amount of \$600 is due on move-in date and refunded when moving out
13. \$ 1,200 a month homestay fee is payable before 1st day of the month

14. If the student goes back home for more than 2 weeks, then homestay fee to be half of the normal charge for the period
15. The Homestay family agrees to a Homestay Inspection by School-based personnel:
 - **As a condition of approval**
 - **When requested by Royal Bridge and/or if a problem or issue arises.**

Leaving Homestay

1. Student sent must stay the first month after moving in and must give one-month advance written notice for leaving. (ex: if moving out in June then move out notice must be given in May)
2. If the student leaves homestay without giving proper advance written notice, they must pay \$600 penalty
3. Student understands that student is booking the homestay by the month and so they are not entitled to a partial refund if they go away on holidays or leave early from the homestay.

I have read the above-stated terms and conditions and agree to abide by them as conditions of my ongoing participation in the program. **If the above conditions are breached by either party** (Homestay student or Homestay Parent) no matter the reason(s), the contract may be terminated summarily.

Homestay family: _____ Name and signature

Date : _____

Student: _____ Name and signature

Date : _____

PERSONAL INFORMATION PRIVACY POLICY FOR PARENTS AND STUDENTS

The School's Commitment to You

Safeguarding personal information of parents and students is a fundamental concern of **ROYAL BRIDGE HIGH SCHOOL**. The school is committed to meeting or exceeding the privacy standards established by British Columbia's *Personal Information Protection Act* (PIPA) and any other applicable legislation.

This Personal Information Privacy Policy describes the policies and practices of **ROYAL**

SCHOOL regarding the collection, use and disclosure of personal information about students and parents, including the steps the school has taken to ensure personal and financial information is handled appropriately and securely.

ROYAL BRIDGE HIGH SCHOOL may add, modify or remove portions of this Personal Information Privacy Policy when it is considered appropriate to do so, and any such changes will be effective upon giving notice of the revised policy. You may ask for the most recent update of this Personal Information Privacy Policy at the school office. This Personal Information Privacy Policy may be supplemented or modified by agreements entered into between ROYAL BRIDGE HIGH SCHOOL and an individual from time to time.

Ten Privacy Principles

As part of ROYAL BRIDGE HIGH SCHOOL's commitment, the *Ten Privacy Principles* govern the actions of the school as they relate to the use of personal information. This Personal Information Privacy Policy describes the *Ten Privacy Principles* and provides further details regarding ROYAL BRIDGE

HIGH SCHOOL's compliance with the principles.

Definitions

In this Personal Information Privacy Policy, the following terms have the meanings set out below:

“personal information” means any information about an identifiable individual, as further defined under British Columbia's *Personal Information Protection Act* or other applicable laws. Personal

information excludes the name, position name or title, business telephone number, business address, business email, and business fax number of an individual, as well as any publicly available information as designated under applicable laws, such as information available from a public telephone directory or from a public registry.

“**Parent**” means the parent, guardian, or another legal representative of a student.

“**Student**” means a prospective, current, or past student of **ROYAL BRIDGE HIGH**

SCHOOL

Principle 1 – Accountability

ROYAL BRIDGE HIGH SCHOOL

is responsible for maintaining and protecting the personal information under its control. In fulfilling this mandate, the school designates (an) individual(s) who is(are) accountable for the school’s compliance with the *Ten Privacy Principles*. This individual is the *Privacy Officer* of the school.

You may contact our Privacy Officer as follows:

ROYAL BRIDGE HIGH SCHOOL	
Attention:	Privacy Officer (Steve Jiang)
Address:	2567 Lougheed Hwy, Port Coquitlam
Phone:	604.474.3718
Fax:	
Email:	info@royalbridge.ca

Principle 2 – Identifying Purposes

ROYAL BRIDGE HIGH SCHOOL

will, before or at the time personal information is collected, identify the purposes for which the information is collected, used and disclosed.

What Information is Collected?

ROYAL BRIDGE HIGH

SCHOOL

collects and uses personal information to provide students with the best possible educational services enunciated by the Mission statement of the school.

Most of the information the school collects come to the school directly from parents and students or is information regarding the student’s school activities, performance or behaviour, such as attendance records or grades. For example, when a student applies to register in the school, the school will ask you to provide the information that enables it to complete the registration process. This also includes information on academic, health, and personal matters needed by the school to provide the best possible

—education and co-curricular programs.

ROYAL BRIDGE HIGH SCHOOL also collects information in connection with the use of its computer systems.

[Personal information may also be collected and used and disclosed in the course of the operation of building security systems, including video and other surveillance systems.]

Principle 3 – Consent

ROYAL BRIDGE HIGH SCHOOL will obtain consent of the individual for the collection, use or disclosure of personal information except where the law states exemptions, grants permission, or creates a requirement for collection, use, or disclosure of personal information.

Requirements for consent to collection, use or disclosure of personal information vary depending on circumstances and on the type of personal information that is intended to be collected, used or disclosed.

In determining whether consent is required and, if so, what form of consent is appropriate, **ROYAL BRIDGE HIGH SCHOOL**

will take into account both the sensitivity of the personal information and the purposes for which **ROYAL BRIDGE HIGH SCHOOL** will use the information. Consent may be express, implied (including through use of “opt-out” consent where appropriate) or deemed. For example, if an individual provides his/her mailing address and requests information regarding a particular service, consent to use the address to provide the requested information may be implied.

On giving reasonable written notice to **ROYAL BRIDGE HIGH SCHOOL** an individual may withdraw consent to the collection, use or disclosure of his or her personal information. Upon notice of withdrawal of consent, **ROYAL BRIDGE HIGH SCHOOL** will notify the individual of the likely consequences of withdrawing his or her consent and, except where otherwise required or permitted by law **ROYAL BRIDGE HIGH SCHOOL** will stop collecting, using or disclosing the personal information as requested.

If a person provides **ROYAL BRIDGE HIGH SCHOOL** or its service providers or agents with personal information about an individual, the person represents that it has all necessary authority and/or has obtained all necessary consents from such individual to enable **ROYAL BRIDGE HIGH SCHOOL** to collect, use and disclose such personal information for the purposes set forth in this Personal Information Privacy Policy.

Principle 4 – Limiting Collection

ROYAL BRIDGE HIGH SCHOOL will limit the personal information collected to that information necessary for the purposes identified by the school.

Principle 5 – Use, Disclosure and Retention

ROYAL BRIDGE HIGH SCHOOL will only use, disclose and retain personal information for the purpose for which it was collected unless the individual has otherwise consented, or when its use, disclosure or retention is required or permitted by law.

How is Information Used?

ROYAL BRIDGE HIGH SCHOOL uses personal information as follows:

- to communicate with parents and students, process applications and ultimately to provide students with the educational services and co-curricular programs you expect.
- to enable the school to operate its administrative function, including payment of school fees and maintenance of non-educational school programs including parent and volunteer participation and fundraising.
- health, psychological, or legal information to provide certain specialized services in those areas or as adjunct information in delivering educational services.

• [NOTE: list additional purposes for which student or parent personal information is used.]

If for any reason personal information is required to fulfill another purpose, the school will, where appropriate, notify you and ask you for your consent before the school proceeds.

ROYAL BRIDGE HIGH SCHOOL may use anonymous information, such as information collected through surveys or statistical information regarding students, to constantly improve our school.

When May Information be Disclosed?

ROYAL BRIDGE HIGH SCHOOL may disclose an individual's personal information to others in connection with the purpose for which it was collected, as consented to by the individual, or as required or permitted by law. The following are some examples of how **ROYAL BRIDGE HIGH SCHOOL** may disclose personal information.

Principle 9 – Individual Access

ROYAL BRIDGE HIGH SCHOOL will inform an individual, upon the individual's request, of the existence, use and disclosure of the individual's personal information, and shall give the individual access to it in accordance with the law.

How May I Access My Personal Information?

Individuals may access and verify any personal information with appropriate notice so that the office is able to supply the information required. Most of this information is available in the registration forms and other forms that you filled out.

Parent Access to Student Personal Information

A parent may access and verify school records of the student, with appropriate notice during normal school hours. In situations of family breakdown, the school will grant access to records of students in accordance with the law.

Principle 10 – Complaint Process

Individuals may question compliance with the above principles.

Questions, Concerns and Complaints

Questions, concerns, and complaints about privacy, confidentiality and personal information handling policies and practices of the school should be directed to the school's Privacy Officer by calling the school office. If necessary, individuals will be referred to use the school's complaint procedure and appeals policies.

6.

INFORMATION TECHNOLOGY (IT) POLICY

THINGS TO REMEMBER

Students should use their device (e.g. another computer, tablet or smartphone) for personal use, such as entertainment or gaming.

All users are responsible for appropriately using school devices and networks in a manne

Acceptable Use of School Computer Network and Internet Policy. Any prohibited use may lead to disciplinary action and/or suspension or limitation of school IT resources.

Students have signed an agreement indicating their adherence to appropriate internet and social media standards.

ROYAL BRIDGE STUDENT APPEARANCE

Complete student uniforms are expected each day unless it is a sports related field trip
Hats/head coverings cannot be worn in school unless there is a religious foundation
Hoodies cannot be worn over your head during the school day.

ACADEMIC INTEGRITY POLICY

Royal Bridge High School aspires to develop honest, ethical and accomplished students, capable of being responsible citizens in Canadian society. Education achievement reflects an individual student's subject area performance and honesty acquired skill, knowledge and ability. Students who participate in any activities that undermine the integrity of education achievement at RBHS are serving neither their own nor society's best interests. Some examples of activities that undermine the integrity of education achievement include:

looking at another student's exam papers prior to or during an exam

bringing concealed information into an exam

acquiring and/or distributing an exam, or information on exam questions, that may be expected to be given by a teacher on a future occasion

copying a student's disk and presenting it as one's own work

plagiarizing/copying material from other or previous students, the internet, a tutor or other resources without appropriate referencing

helping others cheat

forging notes or documents

altering grades

Staff and administration at Royal Bridge endorse the following policy to ensure the integrity of student achievement.

Students suspected of cheating on exams or handing in assignments done by other individuals without appropriate acknowledgement (Plagiarism) in a bibliography will be disciplined. This also includes plagiarism, defined by dictionary.com as "an act of instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author." Incidences of cheating will be recorded in the student's discipline file.

Examples of Cheating:

CHEATING is inappropriate referencing from a book or a website

CHEATING is looking at another person's answers during a test

CHEATING is showing someone your answers during a test

CHEATING is using cheat-notes or unauthorized technology to write an exam

CHEATING is copying your homework from someone else

CHEATING is lending your homework to a student so that he or she can copy it

CHEATING is copying answers written by someone else, such as a magazine, book or website

CHEATING is getting your tutor or friend or relative to do your work for you **CHE** **erated at**
this school, and those caught will face consequences

Consequences:

- 1st cheating incident: student will receive a mark of zero.
- 2nd cheating incident: student will receive a written warning from the principal and a zero and possibly an "F" in the course.
- 3rd cheating incident: student will be could face expulsion.

Suggestions for Preventing Cheating General:

- Review school policy for cheating/plagiarism at the beginning of the school year as part of the discussion of expectations of students.
- Take quick action against cheating and make the action known to other students. The consequences should be severe; a zero mark on the test and a phone call home; referral to the administration (suspension or expulsion are considerations for progressive discipline).
- Make certain mark books are well secured and not accessible to the student.

SAFETY TIPS

Coquitlam is a safe city, and violent crime is not typical and not very likely to occur to a resident or student. However, thefts, pickpocketing, and small crimes happen as in any other big city. This material was produced to educate students on crime prevention so that they can have a safe and enjoyable stay in Coquitlam. The most common type of crime is theft. DO NOT leave your purse, backpack, or other property unattended in public places.

ON THE STREET

Be alert. Walk with confidence. Walk with your head up. Be aware of who is and what is around you, and be careful when someone approaches you with a simple question. Leave strange or uncomfortable situations. Trust your instincts. Always tell your roommate or host family where you are going and when you will return. Before going out, ask for advice on the best routes to events, restaurants, or shopping and tell people/homestay parents where you are going.

- Change direction if you think you are being followed
- Do not carry large amounts of money (cash), and do not show money in public; use bank/debit cards instead of cash
- Never share your PIN or let others see it.
- Keep your passport in a safe place at home; instead, carry a photocopy of your passport and other ID
- Don't go out alone or accept rides with strangers; do not hitchhike
- Don't use headphones when walking/jogging; they make it difficult to hear an approaching car or stranger
- Don't carry weapons; they are illegal and can be used against you
- Don't argue or fight if robbed - yell loudly
- Fight back to protect yourself if you are attacked; try to stop or distract the attacker so that you can escape and call 9-1-1

OUT AT NIGHT

- At night, walk on well-lit, busy streets. Try to be with someone. Walk in the middle of the sidewalk. Avoid isolated areas such as parks where there are no other people around. Carry a whistle or other personal safety device. Scream or yell loudly if attacked.
- Taxis are a good way to get home - know the taxi company and number of the taxi in case you have any problem
- The drinking age in B.C. is 19 years. Drinking in public places such as parks, beaches, cars, or on the street is illegal.

STRANGERS & STREET PEOPLE

Street people who ask you for money are sometimes called "panhandlers." Many of them suffer from drug and alcohol addictions. If you give them money, you will encourage their addictions. Many social agencies in the community help street people by giving free meals, shelter, and counselling. If you want to help street people, please contribute to a good charity.

Please ignore panhandlers. If they continue to bother you, talk to your local Community Policing Centre.

BUSES & SKYTRAIN

- Know your route and bus schedule before you leave; choose busy, well-lit bus stops After dark sit at the front of the bus near the driver
- After 9:00 p.m. you can ask the bus driver to stop at the street closest to your destination (between bus stops); you must exit from the front door (not available on express buses)
- When on SkyTrain sit in a car with lots of people; move to another seat if someone bothers you
- All SkyTrain platforms have a yellow safety area monitored by cameras
- If you are harassed, use the emergency phones on the SkyTrain platform or emergency button on the train

SCAMS & FRAUD

Never give or loan money to a person who approaches you on the street, and never give cash for a cheque. People will take advantage of your trust

PURCHASES/SHOPPING

When you buy something, make sure that you get a receipt and are charged the right amount
make sure that your card is returned promptly
never give your credit card information or copies of your card unless you are ready to buy something

PLEASE REVIEW MAJOR SCHOOL RULES on the ROYAL BRIDGE Website or in the attached APPENDIX

APPENDIX A: MAJOR SCHOOL RULES

UNACCEPTABLE BEHAVIOURS

To ensure a safe learning and living environment, all students need to know that the school cannot and will not tolerate any of the actions and behaviours described below. Direct involvement in any of these behaviors will result in disciplinary action from the school; indirect involvement in these behaviours may also result in consequences when required.

It is a student's responsibility to know, understand and follow these rules to the best of their ability. If students have questions or are unsure about a particular rule, they need to ask a school staff for more information. If students have concerns about their own safety or the safety of others as it relates to these rules, they need to inform a staff member as soon as possible. **We have a zero tolerance for Bullying, Harassment, Violence or any forms of Prejudice.**

VIOLENCE & FIGHTING

Students are expected to refrain from acts of violence toward their peers, which include: anything meant to cause physical harm (punching, slapping, kicking and the like); intimidation (making someone afraid); verbal abuse (including using sexual, racial, homophobic or other offensive slurs); and hazing (an activity expected of someone that abuses, shames, or puts them in danger). If a student is physically violent **toward a staff member**, the student may be expelled immediately.

Students are not to resort to fighting with one another to solve problems. Students should be willing to participate in mediation to resolve conflict between both parties. Factors important to decisions include: the level of physical violence, degree of harm, damage to property, timely resolution of the conflict, etc.

WEAPONS

Weapons are expressly forbidden, including any object used to simulate a weapon or cause harm, such as but not limited to: sharpened objects, projectiles, high-voltage electrical devices, blunt objects, objects used to choke, etc.

DEFIANCE

Students are expected to follow the lawful instructions of staff in order to best ensure the safety and well-being of the school community. If students are defiant, they will be given consequences (which can exclude suspension and expulsion). Defiance includes refusing to listen to staff, arguing angrily and consistently ignoring the recommendations of staff. Repeated defiance will result in more serious consequences. Intimidation or threatening behaviour toward any staff member will be treated very seriously.

HARASSMENT & BULLYING

Harassment is seen as troubling, bothering and/or annoying someone continually. It is any type of behaviour that is not wanted, offensive or intrusive. **Bullying** can be defined as using strength and/or power to frighten or hurt others. It is usually aggressive, intimidating, and used to gain advantage over someone else. **Sexual Harassment** can be defined as unwelcome sexual advances (i.e. gestures), unwelcome requests for sexual activities, and other unwelcomed verbal or physical conduct of a sexual nature.

Some examples of bullying and harassment are as follows:

- Demanding favours (through pressure or force), exercising verbal threats and excessive play fights, or intimidation by physical proximity, circling or pushing;
- Ignoring, isolating, or excluding from what is going on;
- Teasing; constantly criticizing others' differences such as gender, racial or language background, sexual orientation, body shape, and so on.

Students who experience or witness bullying or harassment need to seek help from a staff member as soon as possible. Taking or sharing of sexual images of any student is not tolerated at the school. It is important to note that the Canadian Criminal Code views the following as "child pornography", an illegal offense: possession of any image that shows a person who is under the age of 18 years and is engaged in explicit sexual activity, the depiction, for a sexual purpose, of a sexual organ of a person under the age of 18 years, and so on.

OBSCENE BEHAVIOR

Students are not to engage with one another in sexual activity on campus. Possession or viewing of pornography is not allowed. Sustained and inappropriate public displays of affection (e.g. kissing, sitting on each other's laps, etc.) will result in consequences depending on the nature and frequency of the behaviour.

DRUGS

Using, possessing, or supplying drugs (including marijuana) or direct drug paraphernalia is extremely serious and will result in the student being expelled from school. As possession of drugs (such as marijuana) is illegal in BC, the school police liaison may be involved or contacted to advise in the matter. Students found abusing pharmaceutical drugs or other potentially dangerous substances will also face serious consequences. Students attending events in which drugs are present will be given serious consequences based on the circumstances.

Royal Bridge High School Policy on Marijuana (Cannabis) Usage

Although non-medical marijuana is now legal in Canada for recreational use, there are some facts you must know:

- You have to be 19 to buy, use or possess - this is the same for alcohol purchase and usage
- If you are under 19, it is not legal to possess or use
- Even if you are 19, marijuana use at or around the school is not permitted
- Showing up at school smelling of marijuana (which means usage) may lead to suspension or dismissal from school
- Driving while using marijuana could result in criminal charges
- Dismissal from school for marijuana, alcohol or any drug abuse will part of your permanent record. This could impact your study visa.
- Serious issues may be reported to the consul of your country. It is important to note that drug use/abuse is not tolerated in many countries, like China.
- Please Do NOT make this an issue which impacts your study in Canada and perhaps even your life and ability to travel or go to school abroad.

ALCOHOL

The legal drinking age in B.C. is 19 and anyone under that age is considered a 'minor' under the law; however, for safety reasons Royal Bridge students of any age should not consume alcohol at any time (including for students aged 19 or older). Students found using, possessing or supplying alcohol will be put on behaviour probation and given appropriate consequences. Students attending events in which alcohol is present will also be given serious consequences based on the circumstances. For safety reasons, students will be subject to a breathalyzer test if they are suspected of being under the influence.

It is important to know that according to BC laws, it is illegal for minors to be caught with liquor, buy liquor, or try to buy liquor using false ID. Minors must also not go to establishments that sell liquor for consumption unless with a parent or guardian.

SMOKING & VAPING

Royal Bridge is a smoke-and vape-free school. For all Royal Bridge students, no smoking or vaping is permitted on campus. Royal Bridge High School recognizes that smoking and the use of tobacco products present a significant health and safety hazard that can have serious consequences for the smoker and non-smoker and the safety of the school. It is important to know that, according to BC laws, a person must not smoke or use tobacco in or on school property. It is also illegal to sell or give tobacco to anyone under 19.

IF you are caught SMOKING or VAPING inside the building you will be fined and may be asked to leave the school.

Fines & Penalties

IF you are caught Smoking or Vaping INSIDE the sch

First Time: \$125 Fine

Second Time: \$250 Fine

Third Time: \$375 Fine + Potential Removal from School

IF you are caught Smoking or Vaping OUTSIDE the school on School Property:

First Time: \$50 Fine

Second Time: \$100 Fine

Third Time: \$150 Fine + Suspension from School

PLEASE NOTE: A suspension or removal from school could occur at any stage if the circumstances are serious enough.

THEFT, VANDALISM OR PROPERTY DAMAGE

Students who damage, vandalize or steal the property of the school, their homestay or others must pay for replacements or repairs and will be given serious consequences depending on the circumstances. Anyone who accidentally damages something around the school should tell a staff member immediately.

APPENDIX B: ATTENDANCE POLICY

(1) ATTENDANCE POLICY for ABSENCES & LATES

RULES/POLICIES/PROCEDURES:

1. IF you are LATE/ABSENT, **call the school** (604.474.3718) to let us know. Do NOT just tell a friend to tell the Teacher. **CALL THE SCHOOL.**
2. If you will be absent because of ILLNESS, we MAY ask you to GET a note from the Doctor or Clinic. **We will ask you to get a note IF you miss an EXAM/TEST/PRESENTATION.**
3. IF you are **more than 5 minutes** LATE for CLASS (for example, at 8:35; or at 10:05; at 12:30; or at 2:05), the TEACHER MAY NOT ALLOW (Teacher Choice) you into the Classroom and Deduct (Take away) 1% of your Grade for the Semester as well as any marks that you could have earned through a test or presentation.
4. If you are continually absent/late for a particular course, we may have no other option but to withdraw you (which means a W), and then you will have to RETAKE the Course and Pay.

We Succeed When YOU Succeed!!

(2) ATTENDANCE POLICY Addendum

Dear Parents/Guardians:

It is essential to note the parameters of Supervision that are present at Royal Bridge High School:

1. Our Supervisory Responsibility **begins** once a student arrives at 301-1123 Westwood St. in Coquitlam – our school address.
2. Our Supervisory Responsibility **ends** once a student leaves 301-1123 Westwood St. in Coquitlam. This includes leaving for (a) a Break; (b) Lunch; (c) Illness; (d) an Appointment; (e) End of School Day; and (f) any other reason. In summary, we are **not responsible** for students when they leave the campus on a non-school-sanctioned activity.

Note:

- **IF** you do not want your child/ward to leave the school during the school day – *other than at the conclusion of the school day* – please inform the school in writing via email by September 15^h, 2020.

