



**Redeemer**  
CHRISTIAN HIGH SCHOOL



# Student and Parent Handbook 2021-2022

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## Introduction to Redeemer Christian High School

Welcome to Redeemer, a learning community based on the radical idea that the authority of God’s Word and the Lordship of Jesus Christ are central to all endeavours, including education. We are called to respond to God’s call to us with reverence and to grow in the fear and knowledge that His Word contains the fundamental wisdom for understanding creation. His Word also carries the good news of peace and reconciliation that the human race is longing to hear. Our motto at Redeemer is *Devoted to Christ, Dedicated to Excellence, Committed to Serve*.

The theme verse for the year will be **Ephesians 1:17-19**

*“I keep asking that the God of our Lord Jesus Christ, the glorious Father, may give you the Spirit of wisdom and revelation, so that you may know him better. I pray also that the eyes of your heart may be enlightened in order that you may know the hope to which he has called you, the riches of his glorious inheritance in the saints, and his incomparably great power for us who believe.”*

### Mission Statement

Redeemer itself is a gift given to this generation through the faithful work of many Christians from many church communities and many walks of life. We stand in that long tradition of devotion and we are committed to the challenge our forebears have left us.

Redeemer’s mission is *“to provide a community of learning that challenges students to develop disciplined hearts, minds and bodies according to the full measure of Jesus Christ”*.

### Brief History

Redeemer Christian High School is a society-operated community school started in September 1974 by a group of educators and parents committed to the principle of faith-based education in a community setting. The Board of Directors continues to be elected from within the membership of the society that is primarily composed of parents and supporters of Redeemer. For the first twenty years of its operation the school rented facilities at various locations in Ottawa but in 1997 moved into its present facility.

### Graduate Profile

<b>Devoted to Christ</b>	<b>Dedicated to Excellence</b>	<b>Committed to Serve</b>
Students develop disciplined minds, hearts, and bodies according to the full measure of Jesus Christ. They find their identity in Him. They evaluate the world in the light of scripture and demonstrate discernment as they form a comprehensive worldview.	Students dedicate themselves to excellence in mastering learning expectations and persevering through challenges. They grow as life-long learners who pursue their interests and talents. They use God's truth and knowledge to communicate articulately and graciously.	Students acquire the skills, knowledge, and character to participate in home, work, church, and society. They serve their local and global neighbours, working towards peace, justice, and restoration. They attend to their own well-being and care for God's creation.

# Important Policies for Parents to Note

## Student Exclusion due to COVID19-Related Illness\* (updated Aug. 27, 2021)

Each student is a beloved child of God. In keeping with our core value of creating an atmosphere of love and respect that fosters an inclusive sense of Christian community, the steps herein will be administered with grace and love. No student will be shunned or shamed for exhibiting signs of sickness, and such behaviour will not be tolerated from staff or students. However, the health, safety and well-being of students and staff are a top priority as Redeemer Christian High School (the School) plans to reopen for the 2021/22 school year.

The School appreciates and requires cooperation and partnership in reopening. The School is commencing reopening based on the assurance that all persons entering School premises have taken proper precautions to prevent the transmission of COVID-19. Indeed, the successful return to School and remaining open will require diligence by all parents, guardians, staff, students, and visitors.

The best understanding of the present evidence is that COVID-19 can be transmitted by persons who do not exhibit symptoms. There is no guarantee that COVID-19 will not be contracted by persons entering School premises; however, active steps will be taken to remove students/staff with symptoms of COVID-19 from the school in order to minimize the potential spread of the virus through the school.

## Health and Safety Training

- Staff and students will be trained in reducing the spread of COVID-19 and in taking care of themselves.
  - Self-screening for symptoms
  - Physical distancing
  - Hand hygiene and cough etiquette
  - Wearing face coverings appropriately
  - Promoting mental wellness

## Training for Screening

- All teachers and staff members will be provided with information on the signs and symptoms of COVID-19 so that appropriate action can be taken if they or a student develops symptoms during the day. Students will be monitored for symptoms and signs of COVID-19 using the Ministry of Health's COVID-19 Reference Document for Symptoms.
- Students will be taught to identify symptoms of COVID-19 and will be instructed to speak to a staff member immediately if they are experiencing symptoms.

## Screening

- Staff, Students, Visitors, will complete the screening tool before coming into school. [https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/COVID-19\\_school\\_outbreak\\_guidance.pdf](https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/COVID-19_school_outbreak_guidance.pdf)
- Upon entry into the building, students will be asked if they completed the self-screening that day. They will practice hand hygiene (using a hand sanitizer or by washing their hands with soap and water) before going to their locker. If a student has not self-screened before arriving at school, a staff member will go through the screening questions with him/her. Students with symptoms will either wait outside or in a designated room (209) until their parent or guardian arrives at school. The staff will complete their self-screening upon arrival.

## **Procedures for Students Exhibiting Symptoms**

- The School will have COVID-19 Personal Protection Kits at school for employees to use for personal protection while caring for a student exhibiting symptoms (see COVID-19 Personal Protection Kit below).
- If a student develops symptoms of COVID-19 while at school, the employee who has made the identification will proceed with the child to the designated waiting room where the child will await parent pick-up under staff supervision. The employee will alert the principal and/or his/her designate who will confirm the symptoms and contact parents or emergency contact for transportation home.

*Note: Any employee in addition to the employee who made the identification must wear full Personal Protective Equipment (PPE) from the COVID-19 Personal Protection Kit if unable to maintain physical distance from the child.*

- The student will be given tissue and reminded of hand hygiene and proper respiratory etiquette and disposal of soiled tissues.
- The student will be provided with a surgical/procedural mask.
- The caregiver should avoid contact with the child's respiratory secretions and must perform meticulous hand hygiene.

## **Disinfection of Infected Locations**

The principal and/or delegate will work with the employee and the custodial staff to identify areas that the student exhibiting symptoms was in contact with (items used by the individual and any surface within two meters of the ill person). All identified areas will be disinfected using the School's stated cleaning norms.

- All parties who will be involved in disinfecting will wear gloves, mask, and other required PPE.
- While the identified areas are being cleaned, those using the area will be asked to proceed to an unused portion of the building, or outside temporarily until it is safe to return.
- If possible, disposable cleaning equipment will be used.
- All items that cannot be cleaned (paper, books, etc.) will be stored in a sealed container for seven days.

## **COVID-19 Identification, Testing, Isolation, and Return to School**

When a student has been confirmed with having COVID-19, the School will contact the Ottawa Public Health Department as soon as possible.

If a COVID-19 positive case is identified in the School, Ottawa Public Health Department will provide direction on who else in the school may need testing and/or monitoring/isolation at that time.

Staff/children who are being managed by the Ottawa Public Health Department (e.g. confirmed cases of COVID-19, household contacts of cases) must follow instructions from Public Health to determine when to return to School.

For further questions about COVID-19 in the school, staff/families may contact Ottawa Public Health.

- The guidelines will be followed as outlined in the document, COVID-19 Guidance: School Case, Contact and Outbreak Management  
[https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/COVID-19\\_school\\_outbreak\\_guidance.pdf](https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/COVID-19_school_outbreak_guidance.pdf)
- OPH testing and clearing case guidelines:  
[https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019\\_testing\\_clearing\\_cases\\_guidance.pdf](https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_testing_clearing_cases_guidance.pdf)

### **Continuation of School**

Classroom teachers will provide course materials to students so that they can learn from a distance when they are temporarily away due to health monitoring and/or recovery.

### **Role of the Public Health Department**

- Determining if an outbreak in a school exists
- Managing the outbreak in collaboration with the school and other relevant partners
- Determining when the outbreak can be declared over

### **Signs and Symptoms of COVID-19**

A person may exhibit **any** of the following signs or symptoms:

- Fever (temperature of 37.8°C or greater)
- Chills
- New or worsening cough
- Barking cough, making whistle noise when breathing
- Shortness of breath
- Sore throat
- Difficulty swallowing
- Runny nose (not related to seasonal allergies or other known causes or conditions)
- Stuffy or congested nose (not related to seasonal allergies or other known causes or conditions)
- Lost sense of taste or smell
- Pink eye (conjunctivitis)
- Headache that is unusual or long lasting
- Digestive issues, such as nausea/vomiting, diarrhea, stomach pain
- Muscle aches that are unusual or long lasting
- Extreme tiredness that is unusual (fatigue, lack of energy)
- Falling down often
- For young children, sluggishness or lack of appetite

### **COVID-19 Personal Protective Kit**

Prepared in advance and contains (at a minimum)

- Gloves
- Mask
- Eye protection
- A gown for staff member

- Sanitizer and wipes
- Alcohol-based hand rub
- Resealable plastic bags/containers for above if not single use

Note: If not single use, all equipment must be sealed up until they can be sanitized with appropriate products. Instructions on proper use of PPE should be available on the outside of the kit.

\*Sections taken from the policy, *STUDENT EXCLUSION DUE TO COVID19-RELATED ILLNESS* written by the Community Christian School Board of Directors 2020

### **Supervision of Students Before and After School:**

The following provisions are required to protect both students and staff from situations where one student is left alone with one teacher, a violation of our Child Welfare policy.

1. Supervision, in accordance with the Child Welfare Policy and Procedures, will ordinarily be provided from 8:00 AM to 3:30 PM, Monday to Friday.

Exceptions for After School Activities

2. Two staff-approved adults will supervise students involved in an activity until the activity is completed.

### **Discretionary Student Absences Summary:**

A full copy of this policy can be obtained from the school.

1. Families requesting that students leave school for four or more consecutive school days during regular class time will submit an application in writing before the family makes any commitments/arrangements to take the trip or two weeks in advance of the trip, whichever is earlier, to determine the impact their absence will have on student academics.
2. Permission will not be granted for students to miss or move exams. All students are expected to write exams at the scheduled time.
3. Signatures by parents/guardians are required on all documentation.
4. Applications will be considered by school administration. Criteria for approval will include the nature of the trip (how closely it parallels the school mission statement) and the student's academic standing. Trips that do not parallel the school mission statement or which jeopardize the acquisition of credits will not be approved.
5. The family will receive a response within one week of the application having been submitted.
6. Where the student's absence is approved the student will be given the opportunity to write tests missed. If the application is not approved or has not been received in time, the student will not be given the opportunity to write tests missed.

Please keep your student's best interests in mind, and plan vacations and trips around our school calendar.

### **Concussion Policy Summary:**

Redeemer recognizes the increased awareness of concussions and their long-term effects. We are committed to protecting the health and safety of our students.

- As part of a responsible risk management plan, we recommend that parents and students communicate concussion incidents that happen outside of school to RCHS.
- It is imperative that a medical doctor examines someone with a suspected concussion.
- The parents provide a note from a medical doctor indicating that the student has a concussion.
- If a student is suspected of having a possible concussion, the student shall not participate in any physical activity until he/she has visited a medical doctor and been given the proper medical clearance.
- A note from a medical doctor should be provided to indicate that the student may resume participation in sports, physical activity and a full academic workload.

## Academic Accommodations and Expectations

Students who are concussed will still be required to meet the learning expectations as outlined in the Ontario Curriculum. The following accommodations may be available to them according to their individual needs.

- time extensions that fall within the course completion timeline
- reduced written output as long as learning expectations are met and are able to be assessed
- reduced workload until ready to resume full academic participation
- use of assistive technologies for reading and writing
- quiet environment
- oral testing and use of a scribe with assessments (if needed)

## Exams

It is the expectation that all courses taught at Redeemer (except for Physical Education, Drama, and some Art and Technology courses) will have a final exam as part of their 30% summative evaluation at the end of the course. Writing exams is an important academic skill for all students. Writing exams is also the best way for students to demonstrate their acquisition of the course expectations without outside consultation or supports. Some courses may include a final project as part of the 30% summative evaluation along with the exam, which is in line with the Ontario Ministry of Education. This information will be included on the course syllabus.

A five-day block at the end of each semester is reserved for these exams to be written. **Students are expected to write their exams during the scheduled times unless an unforeseen exceptional event such as an illness or family crisis arises. Students requiring alternative dates for exams due to illness or other emergencies should contact the office as soon as they know they have a problem which makes it impossible for them to write their exams. The exam will be re-scheduled for a later date.**

Students requiring special arrangements for exam writing due to learning needs indicated on an IEP must work with the Resource Teacher.

The exams will be between one to three hours long as is appropriate for the course.

### Exam Days for 2021/22

#### *Semester 1:*

- January 24 – Reading Day (No classes – study at home or study sessions with teachers)
- January 25,26,27,28,31 – Exam Days (exams start at 8:40 am)

#### *Semester 2:*

- June 15 – Reading Day (No classes – study at home or study sessions with teachers)
- June 16,17,20,21 – Exam Days (exams start at 8:40 am)

### Exam Rules

1. Students must not talk during the exam
2. Students may not leave their seats during the exam. If they require assistance they are to raise their hand and the supervising teacher will assist them
3. Students may not leave until dismissed by the supervising teacher
4. Students will not be dismissed during the first hour of the exam
5. Students will not be allowed to go to the bathroom or retrieve forgotten materials once the exam has started
6. Leave all books, binders, and pencil cases on the designated table in the exam room

## Last Week of Class Guidelines

It is the expectation that during the last week of classes in each semester students will continue to do important work like learning/reviewing important material and preparing for exams. **Teachers will not schedule the due dates of major projects or papers (that are part of the 70% term work) in this last week of class. Summative activities that are part of the 30% final evaluation and final unit tests are acceptable evaluation activities during this week because they help students prepare for the final exam.**

## Lockdown Information

Although in general we live and work together as a harmonious Christian community at Redeemer, we must acknowledge the wider societal context in which we exist, the brokenness of the world and the possibility for tragedy to occur. Therefore, our Board of Trustees has mandated that we have in place and practice an emergency lockdown procedure.

The purposes for calling a lockdown are to prevent people in the school from being harmed and to clear the way for emergency services to respond to any violent intruder in or near the school grounds. For the procedures to be effective, in the case that a violent incident was to occur, students and teachers in the school must take them seriously and practice them regularly.

For security purposes, we do not release details of our lockdown procedures.

Students and parents will be notified in advance of lockdown practices. Staff will orally review the relevant procedures with students before practices occur.

## DAILY SCHEDULES

Mondays & Fridays	
Everyone	
8:40 – 10:00 am Homeroom and Block A	
10:00 – 10:08 am Class change	
10:08 – 11:23 am Block B	
11:23 – 11:31 am Class change	
11:31 – 11:46 am Lunch in Block C classroom	
Grade 9 & 10	Grade 11 & 12
11:46 – 12:22 pm Recess 1	11:46 – 1:01 pm Block C1
12:22 – 12:26 pm Class change	1:01 – 1:37 pm Recess 2
12:26 – 1:41 pm Block C2	1:37 – 1:45 pm Class change
Everyone	
1:41 – 1:45 pm Class change	
1:45 – 3:00 pm Block D	

Tuesdays & Thursdays	
Everyone	
8:40 – 10:00 am Homeroom and Block A	
10:00 – 10:08 am Class change	
10:08 – 11:23 am Block B	
11:23 – 11:31 am Class change	
11:31 – 11:46 am Lunch in block C classroom	
Grade 9 & 10	Grade 11 & 12
11:46 – 1:01 pm Block C1	11:46 – 12:22 pm Recess 1
1:01 – 1:37 pm Recess 2	12:22 – 12:26 pm Class change
1:37 – 1:45 pm Class change	12:26 – 1:41 pm Block C2
Everyone	
1:41 – 1:45 pm Class change	
1:45 – 3:00 pm Block D	

Wednesday	
Grade 9 & 10	Grade 11 & 12
8:40 – 9:10 am Block A	8:40 – 9:10 am Chapel
9:30 – 10:00 am Chapel	9:30 – 10:00 am Block A
Everyone	
10:00 – 10:08 am Class change	
10:08 – 11:23 am Block B	
11:23 – 11:31 am Class change	
11:31 – 11:46 am Lunch in block C classroom	
Grade 9 & 10	Grade 11 & 12
11:46 – 12:22 pm Recess 1	11:46 – 1:01 pm Block C1
12:22 – 12:26 pm Class change	1:01 – 1:37 pm Recess 2
12:26 – 1:41 pm Block C2	1:37 – 1:45 pm Class change
Everyone	
1:41 – 1:45 pm Class change	
1:45 – 3:00 pm Block D	

## Important Information for Students

### School Procedures (COVID – 19 Version) (updated Aug. 27)

Most of these procedures are designed to promote the continued health and safety of all the students and staff of the RCHS. They are informed by directives given to us from the Ontario Government, Ottawa Public Health (OPH), and the Ontario Ministry of Education (MOE).

#### General Concepts:

- Students are to practice physical distancing when possible.
- Students are scheduled to be in cohorts which are: Grade 9s, Grade 10s, Grades 11 & 12.

- The congregation of students with other students from different cohorts is minimized through scheduling and distancing.
- Students are encouraged to wash their hands, use hand sanitizer, and use disinfectant wipes regularly. For example, such times include: entering and exiting the building and each classroom, bathroom visits, lunch time, and when touching high contact surfaces.
- Students are to wear masks inside of the building (following provincial regulations and public health guidelines. Mask exemption will be considered in consultation with OPH). A change of mask throughout the day is important for hygiene and comfort.
- On a typical day (an autumn day and not raining heavily), student begin to enter the building at 8:20 a.m. and begin exiting the building at 3:00 p.m. in a staggered fashion as directed by staff.

#### **Parking and Pick Up:**

- Due to students waiting in a line to enter the building (screening and social distancing), some parking has been changed to ensure student safety.
- The parking spots at the front of the building (except for the handicap spot), and the parking spots close to the back of the school will be closed by having pylons placed out.
- When picking up their children, parents/guardians should park in the back-parking lot.
- If they remain in the vehicle, parents/guardians may park along the side of the building. Be mindful not to block this fire lane.
- No one should park at the front of the building.
- If the buses are not there, parents may quickly drop off students in the morning.

#### **Before School:**

- Parents are asked to use the [screening tool](#) to screen their children before sending them to school.
- Once at school, students will wait outside of the school until about 8:20 a.m. when the entrance and screening process will begin.
- If it is raining heavily, students will begin entering the building at 8:00 a.m. to be screened.
- When outside, students are not required to wear masks.

#### **Entrance and Screening Process:**

- Students will enter the school between 8:20 a.m. and 8:40 a.m. If they arrive before 8:20 a.m., they will wait outside.
- At 8:20 a.m., students will be asked to go to their appropriate entrance and line up in an orderly fashion (two meters apart).
  - The grade 9 entrance will be the main front doors.
  - The grade 10 entrance will be the side door at the front by the picnic tables and gym.
  - The grade 11 and 12 entrance will be the emergency exit in the back of the school.
- There will be a teacher at each entrance who will begin screening each student and admitting them.
  - Students will be asked if they have screened at home that morning.
  - They will be given hand sanitizer.
  - Note:
    - If a student has not screened that morning, they will be asked to wait outside until all the other students are admitted. The teacher will help them to self-screen.
- Once admitted, students should go to their lockers, get the materials they need for their first two classes. Then, they proceed to their first period class. Students will be permitted to bring their school bags to carry their materials to class.

#### **Entering Classrooms:**

- Each classroom has a hand sanitizer dispenser and some sanitizing products available. Upon entering a classroom, students should disinfect their assigned desk.

**Lunch:**

- After the end of period 2, students will get their lunches from their lockers in a staggered fashion as they go to period 3. They will eat their lunches in period 3.
- At outdoor break, the teacher will dismiss students to go outside--giving them specific instructions of when to leave and what exit to use.
- Students should wear their masks until they are outside. Masks should be removed properly and stored in a pocket/pouch.
- At the end of the outside break, students will be called in through the front door by the supervising teachers. Students should go to their lockers and get their materials for the afternoon classes and immediately report to period 3 (or 4).
- If it is raining, students will stay in the room that they ate lunch in. Staff will coordinate students transitioning through the building.

**End of Day Dismissal:**

- At the end of the day, students will exit their classrooms and the school in a staggered schedule as outlined by the staff. Students who are taking a bus will be dismissed first.
- Students will be dismissed by their classroom teacher. They should go to their lockers, get what materials they need to take home, and then exit by the entrance they came in through in the morning.
- Students will wait outside for their ride to pick them up (not in the foyer).

**Heavy Rain at Dismissal:**

- If it is raining heavily at 3:00 p.m., bus students will be dismissed in sequence to catch their buses.
- The remaining students may access their cell phones (in their classrooms) only to receive a text when their parent/guardian is in the parking lot. (Note: usually cell phones can only be accessed after 4:00 p.m. or outside of the building). They will remain in their period 4 class until it is time to leave. If needed, a parent can call the office to communicate about a pickup time.
- All students are asked to carry an umbrella in their backpacks to use when needed. If it is a drizzle, students will exit the building as usual and wait outside for their ride.

**Washrooms:**

- All students have been assigned a specific washroom to use. The washrooms have signs posted outside of them.
- Grade 10 girls – downstairs girls’ changeroom
- Grade 9 girls – upstairs back (south side) girls’ washroom
- Grade 11 girls – downstairs girls’ washroom by the elevator
- Grade 12 girls – upstairs front girls’ washroom by the elevator
- Grade 10 boys – upstairs boys front washroom by the elevator
- Grade 9 boys – upstairs back (south side) boys’ washroom
- Grade 11 and 12 boys – downstairs boys changeroom
- Students are reminded that they must wash their hands according to the Covid-19 protocols after using the washroom. Posters are posted in every washroom.

**Water:**

- Students who want water should bring a filled water bottle from home, and they can refill it at the water bottle filling stations (by gym and in the upstairs back hallway).

**Movement Around the School:**

- The main stairway (right-hand side when entering) in the foyer has been designated as up only.

- The enclosed stairway, on the other side of the front foyer, is designated as the down stairway.
- The rear entrance/exit (at the back of the school) is only to be used by grade 11/12's at 8:20 a.m. or 3:00 p.m. to enter/leave the building.
- **No running or rough play in the halls.**

#### **Coming Late:**

- All students who arrive at school late should enter through the main front entrance. When buzzed in, they should report immediately to the office to be screened there.
- They will then be given a late slip. Then, they can go to their locker and report to class.

#### **Leaving Early:**

- When a student needs to leave school early, the parents should notify the office so that the teachers can be informed.
- After leaving class, students should report to the office to sign out then go outside to be picked up by their parents.

#### **Absent Students:**

- When a student is going to be absent from school, parents/guardians are expected to notify the school before 8:40 a.m.
- The parents will communicate if the student's absence is regarding:
  - a. Covid-19 screening protocols or
  - b. Another reason
- If the school is not notified of the student's absence by parents, the office staff will call the parent/guardian.

#### **Student Account Use:**

- Students may not borrow money from the office or take cash from their student account.
- The student account will only have funds deducted from it for school approved expenses, things like, field trips, student council/school- sponsored dinners, gym clothing, student locks and workbooks.
- At the end of the school year, the balance in a Student Account will be transferred to next year's Student Account or refunded if the family is not returning.
- To eliminate all cash use, students (only with parental permission) will be able to use their student ID card to purchase items at school.

#### **Sick or Injured Students at School:**

- A student who begins to feel sick or sustain an injury at school should report, if able, to the nearest teacher who will give the student further direction.
- The school has a variety of basic first aid kits for fixing minor injuries like paper cuts. Teachers attending to an injured student will wear appropriate personal protective equipment.
- If a student at school develops any COVID-19 symptoms, they will be put in the school's isolation room until their parents can pick them up. Appropriate protocols will be followed as outlined in the document, *Student Exclusion Due to COVID-19-Related Illness*.
- Sick students will not be allowed to travel home by bus or by carpool.
- Students who feel unwell, but not COVID-19 related, or who are injured and cannot continue in class will be monitored in the health room in the office (a different room than the isolation room) until their parents come to pick them up.
- Whenever a student is injured, sick or unwell at school, the parents will be contacted as appropriate.

## Some Important School Rules

### Lockers:

Students should remember that the lockers belong to the school. They are only being borrowed. Students are allowed to personalize the inside of their lockers within the guidelines given below. **The school reserves the right to enter and inspect any locker at any time deemed necessary.** There may be locker checks throughout the year.

- There should be no decorations on the outside of the lockers.
- No writing on the lockers.
- No stickers or permanent attachments to the lockers.
- The inside of your locker should be clean and organized so you can find your school equipment quickly between classes.
- Students are advised not to share their locker combinations with others.
- Students are not to enter the locker of another student without permission.
- If lockers are damaged or defaced, students are to inform the office and the student responsible will be asked to pay for the damages or clean the locker.
- Lockers must be left **closed and locked** whenever you are not accessing your school equipment.

### Outside:

RCHS has a good relationship with our neighbours and we want this to continue. Students should remember that the reputation of our school is affected by your behaviour in public.

- When outside students are not required to wear masks but are asked to be respectful of other students' personal space and should be mindful of the guideline that they should try to stay 2 metres apart from each other and when that is not possible they should wear their masks.
- No littering on or around the school or our neighbours' property.
- No loitering on our neighbours' property.
- **No climbing the trees.**
- When students are outside on the side field they should be mindful of the proximity of the road beside the field.
- **All grade 9 students are restricted to the school property from when they arrive to when they go home.**

### Prohibited Activities:

At Redeemer we strive to live together in a community that is based on Christian principles and standards. Our school community should be safe for all students and teachers. Therefore, certain activities are prohibited for Redeemer students. (For more information please refer to the full RCHS discipline policy.)

- Smoking, use of any tobacco products, vaping, drug/marijuana or alcohol use are prohibited for all students of RCHS.
- Students are not to bully, harass or intimidate other students. Instead students should strive to exhibit the Christian ideals of love, grace, patience and forgiveness in all their interactions with others.
- Although not prohibited at Redeemer, romantic relationships can often prove a distraction from students' academic responsibilities. We encourage all relationships in our community to be based on biblical principles. Therefore, any touching of a romantic or intimate nature beyond hand holding is not allowed.

### Personal Electronic Devices Policy Summary:

Personal Electronic Devices (PEDs) are wireless and/or portable electronic hand-held equipment that include, but are not limited to: phones, cameras, PDAs, MP3s, MP4s, headsets, game systems, and i-Pads.

This policy will help ensure a safe and productive learning and working environment for all members and guests of the Redeemer Christian High School community.

1. The **use** of PEDs by students is strictly prohibited on school grounds, except that cell phones may be used only after school outside of the building. After 4pm PEDs may be used to text or call from inside the building.
2. PEDs are to be kept out of sight, turned off and not used on the school grounds with the exception noted above. To prevent the loss or damage of PEDs, the school strongly recommends to all students that they leave their PEDs at home.
3. Failure to comply with this policy may result in the confiscation of the PED and/or disciplinary action. Redeemer Christian High School assumes no responsibility for the loss, recovery, repair or replacement for any PED brought onto school property.
4. The Principal (or designate) may authorize an individual(s) to use a PED in the school for a specific designated purpose.

### **Uniform Policy Summary:**

Students not meeting dress code will be required to fix the problem before they enter any class. If they do not comply promptly they will be sent to the office and may be sent home. (see Discipline Policy)

A **summary** of the uniform policy is included below:

#### **General**

- All school clothing must be worn as designed and approved by Redeemer.
- All students will comply with the dress code throughout the school day, including before and after school, during the lunch hour, and during field trips.
- Clothing must be clean, non-transparent, size-appropriate (i.e., not too tight or too large), and in good repair.
- Clothing should be worn with appropriate undergarments.
- Only a school logo or name is permitted on school uniforms. Advertisements of any kind on school uniforms are prohibited.
- When students are playing intramurals during the activity block, they may wear the authorized athletic uniform.

#### **Tops**

- Under white shirts, a white undershirt, T-shirt or tank top may be worn tucked in.
- Under navy shirts, a white or navy T-shirt, undershirt or tank top may be worn tucked in.
- Oxford shirts must be worn tucked in; polo shirts do not need to be tucked in.
- A white or navy T-shirt may be worn under the v-neck sweater, vest and non-zippered hoodie, but only if the sweater, vest or hoodie is kept on. If the v-neck sweater, vest or hoodie is taken off, a school-issued dress shirt/blouse or polo shirt must be worn.
- A school-issued polo shirt or dress shirt/blouse must be worn under cardigans, sweaters and zippered hoodies.
- Non-uniform sweaters, vests, sweatshirts or other tops are not allowed over the uniform in the school.
- Undershirts or T-shirts with large logos or slogans may not be worn.
- Tops must be appropriately buttoned for modesty.
  1. Girl's blouse is buttoned to the top (already cut in a v);
  2. Boy's dress shirt (oxford) – one button undone;
  3. Polo shirts – one of two buttons undone

#### **Bottoms**

- Undergarments should not be exposed.
- Bottoms must be neatly hemmed.

- Skirts and shorts must not be shorter than just above the knee and may not be rolled.
- Tights, knee highs, leggings and nylons are to be white, beige, navy, black or grey.

#### **Other**

- Footwear is according to student choice, but shoes or sandals must be worn at all times. Shoes should be in good repair. Certain courses may specify certain footwear.
- Specific course-related clothing (i.e. Phys Ed and shop) must be worn only during those courses.
- Ties are to be worn properly with the dress shirt. Ties should be navy, black beige, white, gold or grey (either plain or geometric pattern). School ties are available.
- Coats, jackets, hats, bandanas, head coverings, scarves, sunglasses and gloves should be placed in the student's locker upon entering the school building.
- Chains, other than thin chains used for necklaces, and body-piercing ornaments, other than earrings, are prohibited. Bolts, spacers and spikes in ears are not permitted. Tattoos are not to be visible.

#### **Dress Down Day Guidelines:**

Student Council will run approximately one spirit day a month during which uniforms do not need to be worn. Usually, these days will have a special theme (e.g. Royals Day, Character Day), and any student not wearing a uniform is expected to dress according to the theme. Regardless, any non-uniform clothing worn should be modest and appropriate for a Christian school/classroom environment.

Here are the specific guidelines for dress down days:

- Dress neatly, modestly, and with a sense of personal pride that reflects our faith
- Shirts must have sleeves. Halter, tank, belly, or crop tops are not permitted
- Necklines must be modest (no cleavage)
- Shorts and skirts should provide at least the same coverage as the uniform. (No shorter than 1 inch over the knee)
- Clothing must not be excessively tight (i.e. skin-tight pants or tops), nor should it reveal undergarments
- No ripped or torn clothing
- No 'band' shirts
- Hats may only be worn if they complement the theme

Attire which exhibits offensive suggestions and/or inappropriate statements or pictures, including those that address or display the following items, are not permitted:

- Sexual content, violence, or profanity
- Substance abuse, alcohol, tobacco, or drugs
- Inappropriate references to nationality, race, gender, or religion
- Gang related clothing and accessories

Dress down days are a privilege. Students who do not follow these expectations will be asked to fix the issue, and a record of the incident will be made.

#### **Computer Use Policy Summary:**

The school owns and operates computers for student use. The use of our computers is a privilege (a service offered to students), not a right. Redeemer has the right to protect its computers and can withdraw the privilege of use of its computer equipment if someone uses them inappropriately. **All use of the student computers must be in support of education and research and consistent with the educational objectives of Redeemer.**

1. The computers shall not be used to access chat rooms or social networking sites on the internet without the permission of staff.
2. The computers shall not be used to play games.

3. The network shall not be used for illegal activity (e.g. violating copyright or other contracts, gaining illegal access or entry into other computers).
4. Computers shall not be used for financial or commercial gain.
5. Users shall not interfere with the proper operation of RCHS computer systems and networks, as well as systems and networks accessible through the Internet.
6. Computers or the network shall not be used in such a way that would disrupt the use of the computers by others.
7. Users shall not download any files or programs onto RCHS computers without permission from the Administration.
8. Users shall not change any system setting in DOS, Windows or other operating system that may be in use at RCHS.
9. No user shall vandalize the RCHS computer system. Vandalism is defined as any malicious attempt to harm or destroy a computer and its parts or the data of another user, Internet, or any listed agency, or other network that is connected to the Internet backbone. This includes, but is not limited to, pulling plugs off computers, swinging mice by the tail, turning the power off on someone else's computer, or the uploading or creation of computer viruses.
10. Users shall not access any files/data belonging to others.
11. Users shall not attempt to bypass the RCHS filtering system.
12. Users shall not access pornography or any other inappropriate material.

**Consequences:** Inappropriate computer use will result in the cancellation of the privilege of access to computers.

## **Late Assignments Policy Summary:**

It is expected that all assignments will be handed in on the dates requested by teachers.

### ***Responses to late assignments:***

#### **Major assignments (for evaluation):**

The completion of culminating assignments, such as essays and research reports that will be evaluated, is critical to student learning. Students will be given the expectations and marking criteria for these assignments in advance. Teachers will also provide an outline of the process steps for students to follow with at least one intermediate step being handed in to the teacher.

If a major assignment is not handed in on time:

- The assignment will be docked 10% per day for five days.
- Parents will be informed promptly by the teacher.
- If the assignment is not handed in after five days an incident report will be issued to the administration. After the five days the assignment will receive a grade of 0%.
- Further disciplinary actions may be taken as required by administration.
- Major assignments are critical parts of a teacher's evaluation process. If a student does not complete these assignments the teacher may not have enough evidence to demonstrate that the student has met the course expectations which may result in the student receiving a course failure or incompleteness.

# Plagiarism and Cheating Policy Summary:

## *Plagiarism*

### **Introduction:**

In academic institutions plagiarism is a serious offence since, if left unchecked, it will undermine the learning culture of the school.

### **Definition:**

Redeemer defines plagiarism as the use of someone else's words or ideas without giving proper credit. This creates the impression that these words or ideas are yours, not the original author's, and as such is judged to be a form of lying.

The following is a list (not exhaustive) of common types of plagiarism found in student work:

- Cutting and pasting the work of another author into an essay/paper without quotation marks and proper sourcing
- Cutting and pasting the work of another then changing a few words without proper sourcing
- Using the ideas of another author without proper sourcing
- Submitting the work of other students as your own
- Using statistics or images without proper sourcing

Self-plagiarism is the process of re-submitting the same work in different courses. This also undermines the academic integrity of the school and the learning experience of the student and will be treated as cheating at Redeemer. (See the section on cheating.)

### **Response to Plagiarism:**

The disciplinary response to plagiarism at Redeemer is progressive and depends on the grade level of the student, the nature of the plagiarism, and any previous instances of plagiarism by the student.

All teachers will take the primary responsibility for dealing with the student and parents and applying the appropriate disciplinary responses. However, all instances of plagiarism at Redeemer will be documented on an incident report form (Category 2) and filed at the office to be reviewed by the administration. Further disciplinary action may be taken by the administration as per the Redeemer discipline policy if deemed necessary.

### **Grades 9 – 10**

#### **1. Response to the **First incident** of plagiarism by a student:**

- The teacher will meet with the student and explain why the assignment contains plagiarism and how it should be corrected.
- The paper will receive no mark until the student makes the required corrections and resubmits it.
- An incident report will be filed with the administration.

#### **2. Response to the **Second incident** of plagiarism by a student:**

- The teacher will meet with the student and explain why the assignment contains plagiarism and how it should be corrected.
- The paper will receive no mark until the student makes the required corrections and resubmits it.
- When the corrected paper is received it will be evaluated with a grade reduction of between 20-50% as determined by the teacher based on the severity of the plagiarism.
- An incident report will be filed with the administration.

- Subsequent disciplinary action may result as required by the administration as per the Redeemer discipline policy.

**3. Response to the **Third or any subsequent incidents** of plagiarism by a student:**

- The teacher will meet with the student and explain why the assignment contains plagiarism and how it should be corrected.
- The paper will receive no mark until the student makes the required corrections and resubmits it.
- When the corrected paper is received it will be evaluated with a grade reduction of between 50-90% as determined by the teacher based on the severity of the plagiarism.
- An incident report will be filed with the administration.
- Subsequent disciplinary action may result as required by the administration as per the Redeemer discipline policy.

**Grades 11 – 12**

**1. Response to the **First incident** of plagiarism by a student:**

- The teacher will meet with the student and explain why the assignment contains plagiarism and how it should be corrected.
- The paper will receive no mark until the student makes the required corrections and resubmits it.
- When the corrected paper is received it will be evaluated with a grade reduction of between 20-50% as determined by the teacher based on the severity of the plagiarism.
- An incident report will be filed with the administration.
- Subsequent disciplinary action may result as required by the administration as per the Redeemer discipline policy.

**2. Response to the **Second incident** of plagiarism by a student:**

- The paper/report will receive a grade of zero.
- An incident report will be filed with the administration.
- Subsequent disciplinary action may result as required by the administration as per the Redeemer discipline policy.

In all the instances above if the paper is not resubmitted it will be assigned a value of zero. The student will also be required to report to study hall until the paper is resubmitted as per the Redeemer late assignments policy.

***Cheating***

Cheating is a serious threat to the academic and moral integrity of the students and the entire school and will be dealt with in a serious manner.

Cheating is a deliberate act of lying or being dishonest about your academic abilities.

Examples of cheating:

- Bringing notes which are not permitted into tests/exams
- Copying the work of other students during tests/exams
- Self-plagiarism. (See plagiarism section)
- Using technology to find unpermitted information during tests/exams

In all instances of cheating, the test/exam/assignment will receive a grade of zero and the student will have an incident report filed at the office and be subject to other disciplinary responses as required by the administration.

## How to use Turn-it-in

At Redeemer teachers will expect students handing in written assignments to submit a digital copy of the assignment to an online plagiarism scanning service called Turn-it-in.

Below are some general instructions for students on how to submit an assignment to Turn-it-in.

### **To create a profile (you only need to do this once):**

1. Near the top right corner of your screen, click on "Create an Account"
2. Scroll down and click on "Student"
3. Use the "Class ID" and "Password" provided by your teacher
4. Enter an email address and password that **you will remember**

### **To add a class:**

1. Log in to your account using your email and password (top right corner of your screen)
2. Click on "Enrol in a class"
3. Use the "Class ID" and "Password" provided by your teacher

### **To submit an assignment:**

1. Log in to your account using your email and password (top right corner of your screen)
2. Click on the class you wish to submit an assignment for
3. Click on "Submit"
4. You may choose to submit your assignment in two ways:
  - a. File upload – use the directory to attach the file
  - b. Cut and paste – use the cut and paste functions to directly copy and paste your assignment in the box
5. Click submit

**Note:** Once you've submitted an assignment, you are not able to resubmit it.



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