



# inside RIDLEY

*Handbook*

2011 - 2012

INFORMATION FOR PARENTS AND STUDENTS

# RIDLEY STUDENT/PARENT HANDBOOK

## 2011-2012

### **1 Message from the Headmaster**

### **2 Community Structure**

Houses  
Upper School Houses  
Housemasters  
Day Students  
Day Student Routines  
Role of Advisor  
Leadership  
Prefectship  
House Captains  
Lower School Leadership

### **3 Community Expectations and Policies**

The Ridley Value System  
Residential Life and Expectations  
Rooms  
Roommates  
Respect  
Expectations  
Room Decorations  
Storage  
House Safety  
Keys  
Protection of Valuables  
Travel and Holidays  
Overnight leaves  
Special Occasion Leaves  
Saturday Night Leaves (within St. Catharines)  
Overnight Stays for Day Students  
Weekend Leave and Holiday Policy  
Mid-Term Breaks  
Travel Reservations  
Buses  
School Responsibility  
Travel in St. Catharines and the Region  
Parent Visits  
Visits  
Contacting Students at School  
Parents' Days

### **9 Community Appearance**

Uniforms  
Chapel  
Expectations

### **13 Student Support Services and Resources**

Dining Halls  
Great Hall  
Breakfast/Lunch with the Headmaster  
Williams Hall  
Mail Services  
Laundry and Sewing Rooms  
Hanks Co-Op Store  
Clothing Exchange  
Health Services  
Schmon Health Centre  
Sick Students  
Medications  
Medical Updates  
Medical Leaves  
High Risk Behaviour  
Healthy Heating  
Therapy Clinic for Injuries  
Safety  
Campus Safety  
Fire Drills  
Lockdown Procedure  
Security Cameras

### **18 Academics**

Schedule  
School Year  
Lower School Daily Schedule  
Upper School Daily Schedule  
Co-Curricular Exceptions  
Community Service  
Expectations and Policies  
Academic Programme  
Course Selection  
Class Attendance: Upper and Lower Schools  
Student Evaluation Process  
Student Evaluations  
Letter Grading System  
Academic Records  
Student Progress Reporting  
Effort Grades  
Examinations  
Excellent Standing  
Academic Resources  
Matthews Library  
McLaughlin Resource Centre  
Tutorial Periods  
Evening Study

## **22 Major Rules**

- School Conduct and Expectations
- Major Rules of the School
- Discipline System
- Major Discipline Procedures
- Sanctions
- Green Gatings
- Red Gatings
- Suspension
- Social Probation
- Academic Probation
- Dismissal
- Bullying
- Sexual Activity and Expectations
- Alcohol
- First and Second Offense
- Tobacco
- Drugs
- Drug Testing
- Alcohol and Drug Response Support Strategy
- Canine Search
- Room Search

## **26 Technology**

- Acceptable Use Policy

## **27 Athletics**

- Participation
- Lower School
- Special Project Seasons
- Safety Measures while Playing Sports

## **29 Extracurricular Opportunities and Student Activities**

- House Competitions
- Bermuda Cup Competitions: Upper School Boys
- Bradley Shield Competitions: Upper School Girls
- Tribe Competitions: Lower School
- Cadets
- Activities
- Grades 1-4
- Grades 5-8
- Before and After School Care: Lower School
- Private Music Lessons
- Prizes and Awards
- Upper School Prizes
- Lower School Prizes

## **33 Finances**

- Credit Card Charges
- Electronic Payment
- New Student Enrollment Fees
- Tuition Refund Plan
- Health and Accident Insurance
- Monthly Statements
- Cash Advances
- Bank Accounts
- The Annual Fund

## **36 The Ridley College Association**

- The Ridley Family
- The Ridley College Association
- Association Executive Officers
- The Ridley College Family Guild
- Family Guild Officers

## **37 Travel and Holidays**

- Mid-Term Breaks
- Weekend Leave and Holiday Policy
- Travel Reservations
- Buses to/from London/Sarnia and Toronto
- School Responsibility
- Overnight Leaves
- Travel in S.t Cathairne and Region

## **39 Useful Contact Information**

## **41 School Traditions**



## Dear Parents and Ridleians of 2011-12

Welcome to Ridley for our 123rd year, a time when I hope you will have another fulfilling year. In particular, welcome to all new pupils. I believe you will form new friendships which will last for a lifetime and that you will enjoy the many opportunities which this school offers anyone.

This book is here to provide you with information which will assist you throughout your time here and, most especially, in the opening weeks. May I emphasize a few points for you:

1. The sooner you manage to organize your life so much the better. Ridley moves at a rapid pace and that demands discipline.
2. Please learn to understand the various different support systems which exist here to help you. In particular, may I draw your attention to the sections on the Health Services and our Academic Expectations. Beyond that the section on Student Contact is very important. We aim to promote sensible values whereby we can live in close harmony with each other. The day-to-day discipline which revolves around "The Honour Code" means that you should observe the common sense set of rules which exist to make this a better community.
3. Your self-discipline is very important. We find that good manners, tidy appearance and a readiness to throw yourself into all the things which Ridley offers, is the best recipe for success. Relationships should be formed on mutual respect.
4. Please approach any members of the Faculty for help. Your Housemasters, Advisors, Guidance Counsellors, Health Centre staff and the School Chaplain are there for you.
5. Many events at Ridley are occasions where we raise the spirit of the place. Our school colours are Orange and Black and our mascot is the Tiger. "Hank" is a magnificent statue symbolizing this in front of School House. Becoming a part of the Tiger spirit is what it means to be a Ridleian.

In welcoming everybody, may I commend to you the happy atmosphere of this place. We have fine facilities and beautiful grounds from which you will benefit both as well as –the education and the social contact you will make with the many different people who represent our links across the globe. With very best wishes.

Yours sincerely,

**Jonathan Leigh,**  
Headmaster.

# COMMUNITY STRUCTURE

## HOUSES

### Upper School Houses

All Upper School students, both boarding and day, are assigned to one of the nine residences to create a sense of a family within the larger school community. Within the residence, students are accountable to the Housemaster. The Assistant Housemaster and House Duty team, comprised of members of Faculty, Residential Dons, and senior students, assist the Housemaster in the daily operation of the residence.

Each residence provides a common room area with a TV, as well as an area where appliances may be used for light snacks. Although the housekeeping service maintains the common areas of the residence and carries out basic cleaning in the students' rooms, it is the responsibility of the students to keep residence rooms neat and presentable. Each House establishes a routine for the inspection of rooms; students are expected to comply with these standards.

### Role of the Housemaster

Housemasters and their families live in houses attached to the residences and are responsible for monitoring student progress and development in all areas of school life. It is vital that a relationship of trust exists between the student and his or her Housemaster. A Housemaster is responsible for their students' whereabouts, so leaves and most permissions are sought from the student's Housemaster. Housemasters also have considerable experience in dealing with issues that face adolescents, so students can approach their Housemasters with any questions regarding school life.

## DAY STUDENTS

Day Students make up about one third of the Ridley community, and we make a serious effort to ensure they are integrated into the daily life of the school. Each Day Student is provided with a desk, a bookshelf, and, where possible, a wardrobe in his or her assigned residence for a small amount of clothing. There are numerous afternoon and evening sports and activities that are an important part of the fabric of school life. Day Students are expected to stay on campus for at least the first hour of evening study for a minimum of three evenings per week. When exceptions need to be arranged, parents should speak with the student's Housemaster. Many Day Students spend more nights than the minimum at school, and it is possible—during busy times or because of special school commitments—to sleep over. Arrangements for sleeping over must be made with the student's Housemaster.

### Day Student Routines

Day Students are expected to arrive on the campus early enough in the morning to organize books prior to Chapel at 8:15 a.m.

If a day student is going to be absent, parents are asked to call the College to advise the Attendance Secretary of this. To leave a voice mail message regarding attendance, call (905) 684-1889 ext. 2276 at any time. Day students who arrive late and miss Chapel must sign in with the Attendance Secretary (2nd floor of School House). If a Day Student is reported absent from Chapel and has not signed in with the secretary, and if the College has not received a message from parents about the absence, parents can expect to be contacted by

telephone regarding the student's whereabouts. Students may be assigned a gating for failure to sign in and assure the College of their safe arrival.

While day students are on campus, they are expected to follow all of the same routines as boarding students and will be held accountable for so doing.

Day Students must always sign out in their assigned Houses when they leave to go home at the end of the day.

## **ROLE OF ADVISORS**

Every student is assigned an Advisor who is a member of the House team. An Advisor is responsible for keeping track of his or her advisee's academic and social progress and will meet regularly with the student to discuss Effort Grades and general welfare. The Advisor plays an important individual role for each student and should be seen by the student as completely approachable on any matter.

## **LEADERSHIP**

There are many opportunities for students to take a leadership role at Ridley. These opportunities vary from responsibilities within the residence to school-wide opportunities, which include serving on committees, captaining teams, or running one of the many extra-curricular activities. All graduating students are regarded as senior students, and, as such, they have certain leadership responsibilities. Graduating students who take on additional responsibilities and leadership roles in the College may be awarded Graduate Status. These senior students are expected to establish a positive tone within the College and to act as positive role models for younger students.

### **Prefectship**

Prefectship is regarded as the most challenging form of leadership at Ridley College. The role of the Prefect is to represent and be the voice of the student body, to be visible, approachable, and encouraging, and to foster school spirit. Prefects must also establish a positive tone in reference to student conduct and organize events for the entire student body. Prefects are always willing to answer questions and help new students. They also organise a number of portfolios, which include the arts and school spirit, to create a difference within the College. Each portfolio will include a diverse group of students from each grade in order to teach Prefects how to lead effectively.

### **House Captains**

House Captains are a select group of Grade 12 students, appointed by the Housemaster, responsible for organizing events and assisting in the daily routines of their House. Typically, House Captains meet with their Housemaster once a week to set goals, plan House meetings, and lead community service and environmental initiatives. House Captains are responsible for the orientation of new students into the dorms and making the House feel like a home.

### **Lower School Leadership**

There are a number of opportunities for students in the Lower School to step into leadership roles. Two grade 7 students in each of the four tribes in Lower School are chosen each June by their tribe mates to act as tribe leaders in their grade 8 year. In addition, grade 8 students may run for elected positions on the Lower School Student Council and also participate as

student representatives on the graduation committee. Students in grades 4 and 5 may apply to be lunch time helpers, sitting at the head of primary grade lunch tables, assisting the younger students during lunch.

## COMMUNITY EXPECTATIONS AND POLICIES

### THE RIDLEY VALUE SYSTEM

All members of the School Community pledge to uphold the Ridley Value System:

1. Integrity: Steadfast adherence to a strict moral and ethical code, where honesty is paramount
2. Knowledge: Seeking intellectual stimulation
3. Respect: Consideration of self, others and the community environment
4. Personal Growth through perseverance: continuous learning and self-awareness, accompanied by a willingness to test limitations and see things through

### RESIDENTIAL LIFE AND EXPECTATIONS

#### Rooms

##### Roommates

Students share their room with at least one other student. One of the benefits of the boarding experience is learning to live with others. This may take some adjustment, and it will at times take effort to establish your living expectations. The friendships that usually evolve between roommates are well worth the effort.

##### Respect

It is important for students and roommates to respect the communal nature of space within their rooms. All members of a room must be able to study, to use common areas within the room, sleep undisturbed at night, and to leave belongings securely.

##### Expectations

Rooms must be kept tidy, garbage thrown out, and noise kept to a level that does not disturb others. The Housemaster and senior students will be more specific about guidelines and standards of neatness within each House; they are also a source of guidance if students run into difficulties in their rooms.

It is important to remember that visitors such as prospective students, members of the Physical Plant staff, Housemasters, or the Assistant Head of Student Affairs may stop by a students' room at any time for a variety of reasons; it must therefore always be presentable.

Students are expected to take care of school facilities. If something is broken or damaged, students must report this immediately to the Housemaster. Rooms and furnishings should be left clean and in as good condition as they were in September. An inspection for damages is done at the beginning of the school year and at the end of each term. Each student is responsible for personal damage within his or her room. Charges will be assessed for damage to school property or for any extra cleaning required at the end of each school year.

##### Room Decorations

Rooms may be decorated according to the student's wishes but must remain within the

bounds of good taste. Because of fire regulations, certain types of decoration are not permitted, and nothing may be hung from the ceiling. Students should refer any decoration questions to their Housemaster.

Students will need an energy-efficient desk lamp. The bookstore stocks some lamps, but the selection is limited. An alarm clock also will be needed. All items of value should be marked with the student's name or Social Insurance Number. Each student will have a lockable wardrobe that will require a lock for which he or she should bring a combination lock.

### **Storage**

Each boarding student has a wardrobe and at least two drawers for clothing. Most day students also have a locker. With limited storage space, it is imperative that students bring clothing for one season only if they live within easy traveling distance from the College. Stacking storage bins, which can double as luggage for transporting goods, are convenient.

Within each residence is a trunk room for the storage of trunks, large suitcases and ski equipment. These rooms also are available for summer storage for overseas students. Please note, however, that the school cannot insure these items.

### **House Safety**

#### **Keys**

In response to parent and student requests, and in an effort to increase security on campus, Ridley issues room keys to students. The following outlines the policies and practices for student keys and room locking.

1. Students will sign for their keys with their Housemasters on the first day of classes during an evening House Meeting. Ridley's key system is high security and keys cannot be copied independently. Each student's key will be stamped with an individual identification number and registered. If the stamped number of the returned key does not match the registered number, the student's key will be considered lost.

Key inventories will be completed before students leave for each school break or term end.

2. Lost keys must be reported to the Housemaster immediately. The Physical Plant Department will be notified, the lock will be re-pinned and new keys will be issued to all students in the room to ensure the security of the room is not compromised. To cover the costs involved, \$100 will be charged to the account of the student who has lost his or her key. All students in a room will be required to sign in their old keys with their Housemaster prior to receiving new ones.

If more than one key is lost for the same room, the \$100.00 charge will be shared amongst the students who have lost their keys.

If it is determined by the Assistant Head, Student Affairs that the loss does not compromise our security system, a new key will be issued to the student at a cost of \$10.

3. On opening day in September, the Housemaster gives each student a proximity card that allows entry for all the doors on campus, including each residence. All the entrance doors are kept locked at all times, including the residence doors, for the safety and security of the student body.

The loss of a proximity card must be reported immediately to the Housemaster so that the card can be cancelled. A new proximity card will be issued to the student at a cost of \$25

4. Students must have their key with them at all times. During activities such as sports practices, coaches can be the "keepers of the keys" when necessary.
5. Rooms must be kept locked whenever there is no one in the room to ensure the security of everyone's belongings in the room. Rooms must be kept unlocked whenever there is someone in the room to ensure quick and efficient room checks in the event of a fire.

### **Protection of Valuables**

Students should NOT keep large amounts of money, passports, visas, airplane tickets, heirloom jewelry, etc. in their possession. These valuable items should be handed over to the Housemaster for safekeeping immediately on arrival at the College. Despite our best efforts and the awareness that theft of money or property is a dismissible offence, theft does occasionally occur. We urge students to be careful with their belongings. Each student should bring to school a combination lock for his or her wardrobe. Rooms must be locked when all roommates are out. Students also are encouraged to clearly label all their belongings so that misplaced items may be returned to their owners.

## **TRAVEL AND HOLIDAYS**

### **Overnight Leaves**

Students may be granted overnight leave for Saturday nights provided the student is not gated and does not have a Sunday morning detention. Saturday night leaves begin after all commitments (i.e. classes, sports, etc.) are completed on Saturday and end at 9:30 p.m. on Sunday evening. Arrangements for overnight leaves are made with the student's Housemaster by the Wednesday before the requested leave to allow time for the parents to make contact with the Housemaster. For special occasions, a student in good standing may, with the permission of the Housemaster and the Academics Office, take a Friday night as well as a Saturday night leave.

When a student is invited to spend an overnight (or vacation) with another student, this request is granted only with parental permission and in response to a specific invitation from the host family. Parents are welcome to make their general wishes on overnights known in advance to the Housemaster. If parents wish to invite another student home, a letter or phone call to that student's Housemaster is expected.

The school will allow students to take overnights only where parental supervision is available. Parents are asked not to request exceptions to this policy for their sons or daughters.

It is normal for students to spend most weekends at school. Families looking for a guideline would find that it is normal for a student to take three overnights in the first term (since it is longer), two in the second, and two in the third.

### **Special Occasion Leaves**

Students may request leaves for special family occasions on an individual basis. Parents should phone the student's Housemaster to clear such leaves. Students will be expected to make up any academic time they have missed as arranged by their Housemaster.

### **Saturday Night Leaves (within St. Catharines)**

Grade 9 & 10: Students in Grades 9 and 10 must get approval for all leaves directly from their Housemasters. They must return by 11:00 p.m.

Grades 11 & 12/PG: These students may ask for leave on any Saturday night by checking out with the Master on Duty (MOD) in the residence or Great Hall during the supper hour. Grades 11 and 12 students must return by 11:30 p.m. Students with Graduate status must return by midnight. All Ridley school rules apply while on leave.

### **Overnight Stays for Day Students**

Day students may have occasion to stay overnight in their assigned house, dependent upon Housemaster approval.

Such overnight stays cost \$25 per night and should occur infrequently. This charge will be applied to the family account and the funds will be directed back to the particular House in which the student stays.

### **Weekend Leaves and Holiday Policy**

Students are expected to remain at the College until the official end of classes and to return on time at the end of each weekend and vacation break. Problems with travel arrangements should be discussed with the Assistant Head, Student Affairs in order to avoid penalties for early departures or late returns.

### **Mid-Term Breaks**

Mid-term breaks occur in October, November, February, April and May. Boarding students who live at such a distance from the school that they are unable to return home for these weekends are usually able to visit with family, friends, or relatives, or are invited to stay with other students.

The School offers long-weekend break coverage for students who cannot make alternative plans. Please contact Gerardo Martinez Ext. 2308 for details.

- Major school dates for 2011-2012 have been published well in advance. Hence, it is vital that all students respect these dates and not book flights outside these posted dates.
- Students are required to fill out a detailed weekend or holiday plan with their Housemaster for all published breaks. These plans must include travel times, destination, and notation of required adult supervision while away from Ridley College. The Housemaster will confirm all plans.
- It is not the responsibility of the Housemaster to find weekend or holiday supervision for students.
- Students are not allowed to stay in hotels unsupervised over breaks. Being in a hotel without supervision from a parent or guardian is simply not acceptable, nor is it safe.
- All breaks will start following the completion of classes on the scheduled day, and each residence will be locked at 6 p.m. The residence will open again at 4 p.m. on the scheduled date of return. Housemasters will not be available during a long weekend or holiday period.

### **Travel Reservations**

Most airline and other long distance travel reservations must be made well in advance of the travel date. When making travel plans, families must check the times of the beginning of breaks carefully because many students will have examinations or tests on the final morning

of term. Students who wish to be assisted in making travel arrangements must have complete credit card information available at time of booking.

Students who use Niagara Airbus or 5-0 Airport Express to travel to/from the airport may have this charged to their account. Ground transportation arrangements should be made as soon as flight details are confirmed.

### **Buses**

The College will arrange bus transportation to the airport for Thanksgiving, November Break, February Midterm, March Break, April Break, and Victoria Day Weekend as long as numbers warrant the service. Students will be notified of details prior to these occasions.

### **School Responsibility**

The school cannot assume responsibility for students from the time they leave the campus for a break or vacation, until they return to the campus at the end of the break. Parents should impress upon students the importance of clearing travel plans and officially checking in and out with the Housemaster or Master on Duty.

### **Travel in St. Catharines and the Region**

Within the City of St. Catharines, students have access to the city bus system as well as taxis. Students must use cash for both bus and taxis. Many areas of the city (i.e. the public library, train, and bus stations) can be reached on foot; most areas of the city also are accessible by bicycle.

Buses run almost hourly between Niagara Falls and Toronto, with stops in St. Catharines and Burlington. Ground transportation to and from the Toronto and Buffalo airports is easily arranged.

### **Useful Contact Numbers:**

5-0 Taxi	905-685-5464
Bus Terminal	905-682-9206
Niagara Air Bus	905-374-8111
Travel Agent	905-684-1121
Via Rail	1-800-268-9511

## **PARENT VISITS**

### **Visits**

Parents are welcome on campus at any time, but Wednesday afternoon, Saturday afternoon or evening, and Sunday are the best times to visit. Students may receive permission to go off campus with parents (unless they are gated) or to take an overnight with parents who have come from some distance. Even when leaving with parents, students must still officially check out with the Housemaster before leaving the campus.

### **Contacting Students at School**

Parents are encouraged to contact students outside of class and evening study times. Classes are held Monday, Tuesday, Thursday, and Friday from 8:15 a.m.–3:30 p.m., and on Saturdays from 8:30–10 a.m. Evening study is held Monday to Thursday from 7:30–9:30 p.m., and Friday from 7:30–8:30 p.m.

Parents may contact their children via the internet (e-mail, messaging, etc.), cell phone, and through the common room phones in each of the residences. For a directory of residence phone numbers please refer to the back of this handbook. Students are expected to refrain from using cell phones during the academic day or during evening study.

## Parents' Days

### Upper School

Parents' Days are scheduled to provide an opportunity for parents to meet with teachers, advisors, Housemasters and administrators. The programme for the day often includes a welcome from the Headmaster, or guest speaker, and a reception in the House with the Housemaster and advisors. These details are communicated in advance so that parents can make appropriate travel arrangements. If parents are unable to attend the scheduled Parents' Day for a particular grade, they are encouraged to make arrangements through Mrs. Suzanne Tisi in the Academics and Guidance Office to visit the school at a convenient time to meet with teachers.

Lower School Parents' Evening	October 27, 2011
Lower School Parents' Evening	November 1, 2011
Grade 11/12/PG Parents' Day	November 19, 2011
Grade 9 and 10 Parents' Day	November 26, 2011

Please check the School Calendar for further details (time, location, etc).

## COMMUNITY APPEARANCE

### Uniforms

#### LOWER SCHOOL

**IMPORTANT: All clothing must be labeled.**

#### GRADES JK to 4 STUDENTS

##### ACADEMIC DRESS

- Ridley College crested cardigan (no blazer)
- White Oxford-type dress shirt, button-down collar
- Golf-shirt, RCLS black or white
- Grey dress socks/Grey knee socks or tights
- Grey dress trousers
- Black Belt
- Tunic (Jumper)
- Black, Doc Marten-style, polishable shoes, tied or loafer style
- Stud earrings may be worn with the uniform
- Chains, bangles, dangling earrings etc., are not acceptable

##### P.H.E./SPORTS DRESS

- White Ridley College t-shirt
- Black Ridley College shorts
- Black Ridley College Sweatshirt
- Black Ridley College Sweatpants

- Plain white socks
- 2 pairs of athletic shoes (1 indoor, 1 outdoor)

## **MALE STUDENTS, Grades 5 - 8**

### **BLUES AND GREYS**

- Navy blue, single-breasted blazer with Ridley crest and buttons
- Grey dress trousers, flannel blend
- White dress shirt, button-down collar
- Grey dress socks
- School tie
- Black, Doc Marten-style, polishable shoes, tied or loafer style

### **CLASSROOM DRESS**

- Grey dress trousers
- School blazer
- White shirt and school tie
- Black RCLS sweater or vest
- Black, Doc Marten-style, polishable shoes, tied or loafer style
- Grey or black dress socks

### **Hot weather**

- RCLS Golf-shirt (with school sweater for winter)

### **GENERAL DRESS** (Boarders)

- Relaxed dress
- Underwear
- Pajamas
- Bathrobe
- Slippers

### **P.H.E./SPORTS UNIFORM**

- White Ridley College t-shirt
- Black Ridley College shorts
- Plain white socks
- Bathing suit
- 2 pair of athletic shoes (1 indoor, 1 outdoor)
- Ridley College track suit

## **FEMALE STUDENTS, Grades 5 to 8**

### **BLUES AND GREYS**

- Navy blue, single-breasted blazer with Ridley crest and buttons
- Grey kilt skirt, at or about knee length
- White Oxford-type shirt, button-down collar
- Grey knee socks
- School tie
- Black low-heeled, Doc Marten-style leather polishable shoes, tied or loafer style
- Stud earrings may be worn with the uniform.
- Chains, necklaces, bangles, dangling earrings, etc. are not acceptable.

## **CLASSROOM DRESS**

- Tartan kilt, at knee length
- White Oxford-type shirt and school tie
- Black RCLS School sweater or vest
- Black low-heeled, Doc Marten-style leather polishable shoes, tied or loafer style
- Grey knee socks or black leotards
- Grey dress trousers

## **Hot weather**

- RCLS Golf-shirts
- Grey/white knee socks
- Chains, necklaces, bangles, dangling earrings, etc. are not acceptable.

## **GENERAL DRESS (Boarders)**

- Relaxed dress
- Underwear
- Pajamas
- Dressing gown or bathrobe
- Slippers

## **P.H.E./SPORTS DRESS**

- White Ridley College t-shirt
- Black Ridley College shorts
- Plain white socks
- Bathing suit
- 2 pair of athletic shoes (1 indoor, 1 outdoor)
- Ridley College track suit

## **UPPER SCHOOL**

### **THE SCHOOL UNIFORM (Blues and Greys)**

The School Uniform is required for the entire academic day on Friday, for representing the School, and for other designated occasions. It consists of:

- navy blue blazer with Ridley crest and buttons
- grey pleated dress trousers, or grey, kilt-design skirt, length to be at the knee
- white dress shirt, long or short sleeve, button-down collar
- School, House or other Ridley tie or bow tie
- black Doc Marten-style shoes
- black or grey socks for boys, and grey knee socks or grey opaque tights for girls
- black belt with trousers
- navy blue or grey School sweater or sweater vest may be worn with blazer for cool weather

## **CLASSROOM DRESS**

Classroom dress is required for all students in the academic areas of the school, the Chapel, and Great Hall, throughout the academic day. For classroom dress, students may:

- substitute the School sweater or sweater vest for the School blazer
- boys may substitute navy pleated dress trousers for grey trousers

- girls may substitute the navy/plaid kilt for grey kilt or trousers
- girls may wear navy opaque tights or knee socks with plaid kilt

### **SUPPER DRESS**

Students may wear more casual clothing to the Great Hall for evening meals and lunch on weekends. In addition to any item from classroom dress, students may wear:

- t-shirts (no inappropriate or offensive graphics or logos)
- sweatshirts or polar fleece (no inappropriate or offensive graphics or logos)
- blue jeans or casual trousers in good repair
- casual shoes, including running shoes

### **ATHLETIC & PHYSICAL EDUCATION DRESS**

Athletic clothing is required during sports practices. Team uniforms are worn for competitions.

- White Ridley t-shirt
- Ridley sweatshirt
- Black Ridley shorts
- Black Ridley sweat pants
- Ridley track suit

### **Athletic Travel Wear**

- Blues & Greys or
- Ridley track suit (jacket and matching nylon pants)
- white shirt
- Black nylon top/bottom
- black shoes
- white socks
- school tie
- running shoes

### **CADET DRESS**

All students belong to No. 162 Ridley College Cadet Corps. Required dress for practices includes:

- white crested polo
- Ridley sweatercoat
- khaki trousers

## **CHAPEL**

The Memorial Chapel is the centre of worship for the Ridley community. Monday through Thursday, the Upper School day begins with a short Chapel service at 8:15 a.m. The main weekly service is held on Friday at 1:35 p.m.; students wear "Blues and Greys" to this service.

Lower School attends Chapel under the direction of the School Chaplain every Friday. Though Ridley still maintains its ties to the Anglican Church, the services are non-denominational and serves a communal as well as spiritual function within the school.

### **Upper School Chapel**

Monday, Tuesday	8:25 - 8:40 a.m.
Friday Full Service	1:45–2:30 p.m.

## **Lower School Chapel**

Friday

8:05–8:30 a.m.

### **Expectations**

Students are expected to act in accordance with the nature of the Memorial Chapel. Proper deportment includes:

- speaking quietly;
- sitting attentively;
- not chewing gum;
- entering and leaving the Chapel in an orderly manner;
- participating in the full programme of the Chapel which includes listening, singing and speaking when called upon; and
- being sensitive to the needs of other students who look upon Chapel as a time for quiet, personal reflection.

## **STUDENT SUPPORT SERVICES AND RESOURCES**

### **DINING HALLS**

#### **Great Hall (Upper School)**

Most meals in the Upper School are eaten in the Great Hall. The menu is varied and nutritious, and almost all students with special dietary needs can be served from the daily menu. Vegetarian entrees are offered at lunch and supper. Good manners are expected in the dining rooms at all meals. Students must take trays with their meals and clean up after themselves.

Fresh fruit is available outside the Great Hall at recess time each weekday morning. Some Houses also operate tuck shops for the convenience of House members, usually incorporating cooking facilities.

#### **Breakfast/Lunch with the Headmaster**

During the school year the Headmaster endeavours to meet with as many students as can be reached for either breakfast or lunch. Invited students will receive an e-mail invitation 24 hours in advance from the Headmaster's Assistant. In the event of being unable to meet the Headmaster, students are asked to respond by e-mail.

#### **Williams Hall (Lower School)**

Most meals in the Lower School are served in the Williams Hall. Williams Hall is open to Upper School students from Mandeville and Leonard Houses for breakfast. Dinner is also available to Burgoyne, Mandeville and Leonard Houses during the Lent Term. Williams Hall is used for supper when special dinners are being hosted in the Great Hall.

A healthy snack is available for all Lower School students outside Williams Hall at morning recess. Afternoon snack is available to grade JK – 4 students prior to their afternoon recess break as well.

The School's Food Service can only provide special diets for religious reasons or for particular medical needs as approved by the school's physician.

## **MAIL**

### **Upper School**

Incoming mail is available mid-mornings in the Upper School residences. Outgoing stamped mail should be put in the slot of the Mailroom door (basement of the School House) no later than 3 p.m. Students may leave mail to be posted with the School Porter in the Mailroom daily during recess time. Money for postage must be paid when envelopes/packages are dropped off. Packages are distributed to students through the Upper School Receptionist/Switchboard Operator.

Students may also send personal faxes through the main reception area of School House. This service will be billed to student accounts. The cost is approximately \$2 per page.

### **Lower School**

The School Porter delivers mail to the Lower School. Lower School boarders mail will be distributed by Ms. Thacker, the Housemaster for Burgoyne House.

## **LAUNDRY AND SEWING ROOM**

### **Laundry and Dry Cleaning Service**

Laundry and dry cleaning services are provided by a commercial company with pick-up and drop-off on Monday and Thursday. Students must take their clothing to the Sewing Room prior to 11 a.m. for this service. Dry cleaning is charged to the student's account.

Washers and dryers are provided in each residence. The College supplies all bed linens, and there is a mandatory weekly sheet change. Students are welcome to bring a comforter from home.

### **Sewing Room**

The Sewing Room is located in the basement of School House and is open Monday to Friday 7 a.m. to 4 p.m. Students may bring repairs and alterations to School for sports uniforms and regular clothing.

## **HANK'S Co-Op Store**

HANK'S, the Ridley Store, is located in the basement of the School House.

During the school year, hours are:

Monday to Friday from 9 a.m.–5 p.m.

Saturday 9 a.m.–1 p.m.

HANK'S is closed on Sunday and on all student holidays.

### **Summer Holiday Hours**

Uniforms and Upper School textbooks are available beginning August 15, until August 31, by appointment only. Hours are 9 a.m.–3:30 pm, weekdays only. Parents and students can purchase used uniform and books as well as new items. The store is closed during the month of July.

HANK'S will reopen to the public on Thursday, September 1—no appointments necessary. The store is closed on Monday, Sept 5th and will be closed during Ridley's camp trip. The store will open for regular hours beginning September 12.

To contact Robbie Van Stralen, HANK'S Manager, for an appointment, please send an email to [robbie\\_vanstralen@ridleycollege.com](mailto:robbie_vanstralen@ridleycollege.com)

### **Items for Sale and Methods of Payment**

Students may purchase all prescribed textbooks, stationery and writing materials, as well as School uniform, toiletries, snacks, juice, clothing, laundry detergent, gifts, and memorabilia. Purchases may be charged to student accounts, paid for with cash or by using a Debit Card, Visa, Mastercard, or American Express.

NOTE: Confirmation of the students' course selections through the Guidance Department before an appointment will also enable you to purchase your textbooks.

## **RECYCLED CLOTHING**

The Ridley College Family Guild runs a used uniform sale on campus next door to Hank's. All school, sports and cadet uniform pieces are sold at half price or less and all proceeds are put back into the school. Parents should impress upon students that there is a place for uniform pieces that have been outgrown or are no longer needed. Drop off bins will be located in their house common rooms and outside of Hank's. Hours for the summer sale are the same as Hanks, and when you book your appointment you will be able to choose from new, used or a combination of both. Hours for 2011 are Aug15-18, 22-25, 29-31, from 9am-3:30pm by appointment only, and then Sept 1, 2, 6 & 7 when they open to the public from 9am-4pm. Throughout the year used clothing can be accessed by appointment. Simply call Hank's, someone will direct you to the current Family Guild representative..

## **HEALTH SERVICES**

### **Schmon Health Centre**

Ridley College maintains 24-hour health services coverage as required at the Schmon Health Centre. A Nurse is always on call. Physicians hold clinics at the Health Centre four days a week and maintain 24-hour on-call service. The Health Centre has facilities to provide overnight care to students in need of this service. The student and/or medical staff will contact parents about any significant medical problem. The entire staff of the Schmon Health Centre recognizes that all our students have the right to privacy and confidentiality, and health information is only released with written consent from the student.

Students with Canadian Health Insurance must provide the information to the Health Centre by August 20 each year. Students without Canadian Health Insurance numbers on file will automatically be enrolled in the John Ingle Insurance policy for Ridley College and the Business Office will enter the cost on the monthly invoice. This insurance will start each year September 1 and all students will then have health insurance in place for the trip to camp.

### **Sick Students**

During the school day, students must obtain written permission from their teacher to attend the Health Centre unless on a spare, recess, or lunch. Lower School students must inform the Lower School Secretary before coming to the Health Centre. Day students who become ill after coming to school should call their parents to obtain a ride home and seek medical attention from their family doctor.

## **Medications**

It is the policy of the Schmon Health Centre at Ridley College that NO student may have medication in any form (prescription and/or over the counter) in their room without the permission of the Physician and/or Nurse at Ridley College. All medication must be registered with the Health Centre in September and when prescribed throughout the year. Students requiring regular medications should make arrangements specific to their needs under the guidance of the Health Centre Staff.

## **Medical Updates**

It is important that parents inform the College of any medical problems that a student has had. Parents will receive medical update forms each summer, and the forms must be returned before school commences so there is up to date contact information in case of emergencies. Students with severe allergies are required to provide the Health Centre with a medical treatment plan. Occasionally, there are events that could have been avoided had the College known about a medical situation that had occurred prior to the student coming to Ridley, or during a school break. If the student obtains a new health card, please notify the Health Centre of the change of version code and the effective dates.

It is essential that the College is informed of a student's previous history with regard to psychological assessment, counseling, or therapy. If needed, counseling will be arranged through the Health Centre. The College will facilitate attendance and transportation to counseling, dental and other medical appointments that a student may require. The cost of these appointments will require the student to provide personal credit card information to the professional with whom they are seeking treatment.

## **Medical Leaves**

Ridley College reserves the right to require a medical leave of absence for students due to infectious disease, prolonged illness, psychological pressures, certain physical conditions, or for specialized testing including testing for possible use of illegal drugs or abuse of legal substances. The College will do all that it can to provide academic support by providing course materials and examinations for students on medical leave.

If a student is required to remain away from the College during an exam or test, then the student must provide the Health Centre with a written note from the physician providing the medical care.

## **High Risk Behaviour**

A combination of education and rules will assist students to make wise and informed choices with respect to substance abuse (including tobacco, alcohol & illegal drugs), coercive behaviour, conflict resolution, emotional health, dietary issues, stress management, respect and caring, and creating nurturing communities.

When it is necessary for a student to be admitted to the Health Centre as a result of their own high-risk behaviour, the parents will be charged the cost of an on-call nurse. The cost will be included in the student's monthly bill.

## **Healthy Eating**

Healthy eating and a healthy relationship with food is a continuing concern at the College. While the school provides a selection of foods that allows for a balanced and healthy diet, the lure of "junk" food and the ready availability of "pizza delivery" are strong forces in a boarding environment. The College will continue to provide a selection of healthy foods and

will continue to encourage students to attend meals. Parents are encouraged to discuss both the economics and the health consequences of a student's dependence on "food ordered in." Students should also be encouraged to start their day with breakfast. Maintaining a balanced meal plan will enhance the health of all students at the College.

Students who wish to gain or lose weight may seek advice of the school medical personnel who will counsel on the proper methods of weight control and food selection from the dining rooms. Nutritional counseling is available on request. The College Food Service may only provide special diets for religious reason, or for particular medical problems as approved by the Health Centre.

### **Therapy Clinic for Injuries**

Ridley College has two Athletic Therapists who are on duty in the Health Centre during all sports events and work with the Health Centre to provide optimum care for all injuries. The clinic provides physical therapy for students at the Griffith Sports Complex.

## **SAFETY**

### **Campus Safety**

Students should never approach anyone acting suspiciously on campus. Such events should be reported immediately to someone of authority. Students should enter the Campus Security contact number into their cell phone number directory lists (1-888-386-7425). This is not to replace 911, where an immediate response of the Police, Fire or Ambulance is necessary. Students are not to wander around after dark by themselves; they should be in pairs when traversing the campus after dark.

### **Fire Drills**

These are carried out within the first week of school and periodically throughout the year. All students are instructed on the proper exit procedures from both residence and classroom areas. In order to prevent fires, electrical appliances are not allowed in student rooms.

### **Lockdown Procedure**

Ridley College has a sophisticated, efficient, and comprehensive Lockdown procedure that is used in the event of emergency. The procedure is updated and tested annually in conjunction with Niagara Regional Police and the Fire Marshal's Office. All students are trained in the Lockdown procedure in the fall.

### **Security Cameras**

Security Cameras can be found in the high traffic areas of the School. These high-resolution cameras are in place to further increase and protect the security of our boarding students and the campus itself.

# ACADEMICS

## SCHEDULES

### Year

See our website for the 2010/2011 School Schedule.

### Lower School Daily Schedules

See our website.

### Upper School Daily Schedules

See our website.

## CO-CURRICULAR EXPECTATIONS

All students are required to participate fully in the co-curricular program at Ridley College. This program is designed so that students have the opportunity to further develop strengths in their area of interests, be that in Athletics, the Arts, Service or Expeditions.

Senior students are required to actively participate in some leadership roles at the school, acquiring a Ridley Service credit, as indicated by an **RS** in the co-curricular guide.

In order for students to earn their Ridley College Diploma (on top of their Ontario Secondary School Diploma) the following requirements need to be met:

- 1) Each student must participate in a sport per term. This can be either a competitive team or a Sports for Life team.
- 2) Each student must participate in an activity in first and in second term. If students wish to do more and their schedule allows, they are more than welcome to do so.
- 3) Each Student will participate in the Ridley College Cadet Corps during the Trinity Term.
- 4) Each Student must earn either their green or red star in the Cadets Programme, as well as their Bronze Duke of Edinburgh.
- 5) Each student must complete 10 hours of community service each year

## COMMUNITY SERVICE

Community awareness and service learning are important features of a Ridley education. There are two ways for students to earn a minimum of 10 hours per year, as mandated by the Ontario Ministry of Education and Training.

- 1) Participating in events posted on the Community Service bulletin board.
- 2) Assisting in community service organizations outside of Ridley College's immediate campus or in a student's hometown. Students can take advantage of holiday periods, including summer months, to accumulate community service hours. Official documentation from the organization should be sent to the Ridley Residential Life Office so the student can receive credit.

The following Saturdays have been set aside for community service throughout the 2010-2011 school year:

Saturday September 24, 2011

Saturday April 21, 2012

Saturday October 22, 2011

Saturday May 5, 2012

## **EXPECTATIONS AND POLICIES**

### **Academic Programme**

Ridley offers courses that allow students to satisfy the requirements for the Ontario Secondary School diploma. Details regarding the academic programme are found in the Academic Handbook, which is available through the Academics Office or on the school web site ([www.ridleycollege.com](http://www.ridleycollege.com)). Parents and students can find in depth, detailed courses of study on file in the Academics Office.

### **Course Selection**

The Assistant Head of Academics oversees course selection and the preparation of student timetables. Requests to change courses or to drop or add a course must be fully discussed and approved by the student's Academics/Guidance counsellor before changes will be made to the timetable. The last day to change a course is October 15th. Senior courses dropped after the December report will be recorded on the student's permanent transcript.

## **Class Attendance**

### **Upper School**

Class attendance is compulsory. Students who miss classes without permission are given an academic detention served on Sunday mornings at 9:15 a.m. If a student receives more than one detention, he or she will be gated. If more than two detentions are earned, the student can expect to attend an academic Discipline Committee meeting.

Saturday morning classes and scheduled activities are compulsory. Permission to miss classes at any time, for any other reason than Ridley events, must be arranged through the Academics Office. Ridley College provides generous holiday periods and the College's dates are published a year in advance. Students should not leave early or return late from a holiday break. Students who do leave before the first day of the break, or who return late may be required to make up the academic time as determined by the Academics Office.

### **Lower School**

Please telephone the Lower School administrative assistant, Mrs. Heather Gillespie at (905) 684-1889 Ext. 2238, if a student is unable to attend school or has a doctor or dentist appointment. In general, we consider the well-being of the day students to be primarily in the hands of the parents concerned. The College will, of course, notify the parents if sickness occurs at the school, but if a parent would like their student to see the school doctor, please notify Mrs. Gillespie.

## Student Evaluation Process

### Student Evaluation

Ridley students are assessed and evaluated according to the policies and procedures that are recommended by the Ontario Ministry of Education and Training.

### Letter Grading System

When letter grades are assigned the following ranges are used:

<b>A</b>	<b>80 - 100%</b>
<b>B</b>	<b>70 - 79%</b>
<b>C</b>	<b>60 - 69%</b>
<b>D</b>	<b>50 - 59%</b>
<b>E</b>	<b>Less than 49%</b>

### Academic Records

The Academics/Guidance Office keeps an academic file for each student. This file contains copies of reports and a transcript recording the student's credits. Parents and students have the right to examine this Ontario Student Record (OSR) file on request. Questions concerning this record should be addressed to the Academics Department.

### Student Progress Reporting

As part of the College's school-wide Student Evaluation plan, formal report cards are posted to TigerNET at mid-term in October (prior to Parents' Day), and at the end of each term in December, March, and June. Students receive hard copies of report cards from their Advisors during scheduled Advisor-Advisee meetings at school. Parents receive a pushpage once report cards are posted online, after which they can login to TigerNET to view and download/print the report. All report cards remain posted in a Student's portal for the duration of their time at Ridley.

### Effort Grades

Every four to five weeks teachers rate their students' academic effort. The rating scale is as follows:

1. Excellent Effort: The student is attentive, diligent, self-disciplined, and frequently exceeds expectations; uses time well and participates well in class. Attitude to school work is outstanding.
2. Good Effort: The student meets expectations, and hands in assignments punctually and properly done.
3. Poor Effort: Some cause for concern; inattentive, assignments at times poorly done, requires constant direction, late to class.
4. Definitely Unsatisfactory Effort: The student is disruptive, careless, unmotivated; may miss classes and not hand work in on time; unwilling to accept constructive criticism.
5. Reserved Judgment: When the teacher is unable to assess effort due to extended absence from class.

**N/A Not Applicable. This category is not applicable for this set of effort grades.**

Faculty Advisors give out and discuss each of their student's Effort Grades. If necessary, a student's Advisor will request weekly or daily effort reports from teachers until unsatisfactory Effort Grades are improved. Effort Grades are posted in TigerNET and Housemasters or Advisors may make reference to them in term reports or other communications with parents.

## **Examinations**

Examinations are written twice a year in most academic subjects. There are certain grade 11 and 12 courses for which only one exam is written during the year, and this is communicated to students at the outset of the new school year. Exam periods are at the end of term in December and June, and examination schedules are posted on TigerNET well in advance of these dates.

## **Excellent Standing**

Excellent Standing recognizes students who have proven their self-discipline both academically and socially. Housemasters, who are informed about both social and academic performance, grant qualified students ES. Students who have earned ES have the privilege of determining when and where they will conduct their evening study as long as they do not disturb other students. The privilege can be lost through irresponsible behaviour or lack of academic effort.

## **ACADEMIC RESOURCES**

### **The Matthews Library (Upper School)**

The Matthews Library (Upper School) is available for research and quiet study from 8:15 a.m. until 9:30 p.m. during the week, from 8:30 a.m. to 12:00 p.m. on Saturdays, and on Sundays from 2:00 p.m. to 9:00 p.m. The Library has excellent reference materials. If a student requires further materials, the Librarian, Ms. Mathies, is available to assist. Ridley students may also use the St. Catharines Public Library and the Brock University Library.

### **The McLaughlin Resource Centre (Lower School)**

The McLaughlin Resource Centre is open similarly every weekday between 8:00 a.m. and 4:00 p.m. The Resource Centre hours may be extended until 5:00 pm on pre-arranged days for Homework Club. The Resource Centre is also available exclusively for boarding students between 7:00 p.m. and 9:00 p.m. The Master on Duty (MOD) is available to assist students.

## **Tutorial Periods**

### **Upper School**

On Tuesday and Thursday, a tutorial period is scheduled during the academic day. At these times teachers are available for extra help in their subject area. In general, the onus is on the student to use this time to seek extra help, but a teacher may require a student to attend tutorial if it is deemed appropriate. This tutorial period may also be used for an Advisor to meet with a student. Additional tutoring can be arranged by contacting the Academics/Guidance Office.

Several departments (i.e. Mathematics, Science) hold special tutorial times. Information will be made available to students by the specific subject teachers.

### **Lower School**

Lower School tutorial periods take place on Thursday mornings between 8:10 and 8:35 a.m. Any students requiring additional tutorial help can also make arrangements with their subject teacher.

## Evening Study

### Upper School

From Monday to Thursday, a two-hour evening study period is scheduled. On Friday, a one hour study is scheduled. Day students are expected to stay at the school for the first hour of this study period at least three nights per week. During this time students work at their desks in their rooms unless they have special permission to conduct research in the library or to work in the 2nd Century Building. A member of faculty supervises each residence in the evening and oversees the study period.

### Lower School

Evening study in the Lower School runs from 6:45 to 8:30 p.m. each weekday evening.

## MAJOR RULES

### STUDENT CONDUCT AND EXPECTATIONS

Ridley College endeavours at all times to provide a learning and working community that supports the fair treatment of all students, faculty, and staff. The basis for interaction is mutual respect, cooperation, and understanding. In order to live together in a boarding community and to be able to concentrate effectively on academic, athletic, and extra-curricular activities, each student consents to live within certain regulations and boundaries for both the individual and common good.

#### The Ridley College Code of Honour

All members of the School Community pledge to uphold the Ridley College Honour Code:

1. Integrity: Steadfast adherence to a strict moral and ethical code, where honesty is paramount.
2. Knowledge: Seeking intellectual stimulation
3. Respect: Consideration of self, others and the community environment
4. Personal Growth Through Perseverance: Continuous learning and self-awareness, accompanied by a willingness to test limitations and see things through.

#### Major Rules of the School

1. No Smoking anywhere anytime.
2. No consumption or possession of alcohol anywhere anytime.
3. No unauthorized presence in the residence of the opposite sex.
4. No unauthorized use of a motor vehicle.
5. No unauthorized absence from campus; absence from the house after curfew.
6. No conduct bringing disrespect on the School, or involving the student with the law, including serious instances occurring out of term time.
7. No sexual intimacy.
8. No possession or use of firearms, explosives, or other dangerous weapons or substances.
9. No use of unauthorized electrical appliances, nor the lighting of an open flame in a school building.
10. No violation of the Honour Code: no stealing, academic dishonesty, vandalism, or inflicting serious harm on others.
11. No possession, use or distribution of drugs or drug paraphernalia.
12. No behaviour that violates the spirit of the Ridley community.

Any infringement of the above rules may result in serious on-campus discipline, suspension, or dismissal

## **DISCIPLINE SYSTEM**

All minor infractions at Ridley are handled at the Housemaster's discretion through the demerit system. Six or more demerits are punished by green gatings, where students are restricted to campus with required check-ins and/or work service in the House that needs to be completed as required. Red gatings are given for more serious or repeated infractions of the School's rules. In situations where suspension from the School may result, a discipline meeting is convened. The Assistant Head Student Affairs, the student and his or her Housemaster, Advisor, and a School Prefect are present in these deliberations. The outcome of this meeting is communicated to the student and parents of the student, faculty and prefects. The College keeps a written record of each discipline meeting.

In the Lower School, classroom teachers handle day-to-day minor infractions. The Day Student Coordinator oversees general discipline for all Lower School day students. The Burgoyne Housemaster handles boarding student disciplinary issues. For more serious matters, the Assistant Headmaster, Lower School and parents will also be involved.

## **MAJOR DISCIPLINE PROCEDURES**

In any situation where dismissal from the School may result, a Major Discipline meeting is convened. The committee present is comprised of the Assistant Head Student Affairs, the student, the student's Housemaster and Advisor, and a School Prefect. Two additional Housemasters are also involved. The student whose conduct is in question is given the opportunity to present his or her position in the matter. The parents or legal guardians of the student are advised of this meeting in advance. In all deliberations, the circumstances concerning the offense and the student's past record are carefully considered. The Committee submits a recommendation to the Headmaster for action. In unusual situations, normally because of time constraints or extenuating circumstances, the Headmaster may have to make a decision without the full Discipline Committee process.

## **SANCTIONS**

### **Green Gatings**

A student is restricted to campus with required check-ins and/or work service in the House that has to be completed as directed by the Housemaster. Green gatings take place on Friday, Saturday and Sundays as required.

### **Red Gatings**

A student is confined to campus for a period of up to two weeks, and must report to a supervised classroom and to the House on Wednesday, Saturday and Sunday as required. Also on a Monday, Tuesday, Thursday and Friday evenings, the red gated student will report to the House MOD at 7:00p.m. and start signing in every 30 minutes under supervised study until the end of study. This will continue until the gatings are completed. Parents are usually informed.

## **Suspension**

A student may be suspended from the school as a result of a violation of the Ridley Honour Code. During a suspension, teachers will supply work, but the onus is on the student to arrange for the work and complete it.

## **Social Probation**

Probation may be imposed for repeated violation of school rules, or breaking a serious school rule. Probation indicates that the student's general social progress will be monitored and specific conditions are often set in terms of demerit levels or other situations, which, if repeated during the term of probation, could result in dismissal. Probation lasts one calendar year.

## **Academic Probation**

Academic Probation indicates that unless specific improvement in achievement and attitude is apparent, the student may be required to withdraw at the end of a term or a year.

## **Dismissal**

Students must understand that their membership in the Ridley student body is contingent upon abiding by the Honour Code and the major rules of the School, and those who do not abide by these may be required to withdraw before the end of the school year.

## **BULLYING**

Bullying is unacceptable, as is hazing or any form of initiation. No one should have to endure the isolation, loss of self-esteem, misery or humiliation, which are brought about by being bullied. Bullying can be seen to have occurred when either physical or mental treatment has caused an individual to lose his or her sense of self-worth.

## **SEXUAL ACTIVITY AND EXPECTATIONS**

Ridley College recognizes the importance of friendships and the subsequent growth in the adolescent individual. Ridley encourages all persons to exercise behaviour that facilitates the creation of a supportive and conducive environment and we encourage the positive development of one's potential in mind, body, and spirit. A degree of sexual intimacy that is seen as inappropriate to this adolescent community is a serious violation to the Ridley College Value System. Sexual intimacy between individuals must also reflect the modern society that would include same-sex relationships. All Ridley students will be treated fairly, with dignity and respect, and within our Honour Code guidelines.

## **ALCOHOL**

Under Ontario law, it is illegal for anyone under the age of nineteen to purchase, possess or use alcohol. Supplying alcohol to under-aged persons is a serious criminal offence. Students distributing alcohol will be treated seriously. The Headmaster reserves the right to insist on the immediate withdrawal of any student whose presence is judged to be harmful to the individual or to the Ridley community as a whole.

### **First Offence**

Under Ontario law, it is illegal for anyone under the age of nineteen to purchase, possess or use alcohol. Red Gatings, our most serious form of on campus discipline will result. The student will also be placed on Social Probation for one academic year.

## **Second Offence**

Subsequent alcohol offences will result in a discipline meeting, as directed by the Assistant Headmaster, Student Affairs, where suspension or dismissal could result.

Supplying of alcohol is a serious criminal offence. Students distributing alcohol will be treated seriously. The Headmaster reserves the right to insist on the immediate withdrawal of any student whose presence is judged to be harmful to the individual or to the Ridley community as a whole.

## **TOBACCO**

In the Province of Ontario it is illegal for anyone under the age of 19 to purchase tobacco products and for anyone under the age of 16 to use tobacco products.

Smoking within a building is a major fire hazard, which thus places all those residing within that building at risk. The student will face a discipline meeting led by the Assistant Headmaster, Student Affairs, and suspension from the school is likely, if not dismissed, the student will also be placed on Social Probation for one academic year. This action is used in any case involving the lighting of a flame.

Students found to be smoking on campus outside a building, or off campus, will be dealt with by the Assistant Headmaster, Student Affairs and the Housemaster. Red Gatings, our most serious form of on-campus discipline, will result. The student will also be placed on Social Probation for one academic year.

The students found smoking will be encouraged to seek counseling from the Ridley College Health Centre where a "Stop Smoking" programme can be put in place for those who seek assistance to quit smoking.

## **DRUGS**

The non-medical use of narcotics is illegal in our Canadian society. Possession or use of drugs is a serious criminal offence and consequently it is in direct violation of the Ridley College Honour Code.

The use, possession, or being under the influence of narcotics, or illicit drugs, while at school or at events sanctioned by the school is strictly prohibited. This includes all times when the student is under the care of the school acting "in loco parentis."

Supplying narcotics, or illicit drugs, is a serious criminal offence. Therefore the Headmaster reserves the right to insist on the immediate withdrawal of any student whose presence is judged to be harmful to the individual or to the Ridley community as a whole. The Niagara Regional Police would also be notified of the situation.

### **Drug Testing**

Faculty or staff with direct concerns surrounding a student, in consultation with the Assistant Headmaster, Student Affairs, may request that the aforementioned student participate in an authorized drug-test as a condition of his or her remaining at the School. In any such case, all reasonable efforts would be made to inform a student's parents beforehand.

Following a drug-related offense, where a student is re-admitted to the school, a regimen of authorized drug-testing would be a condition of re-admission. There is a set process in place for the drug testing, the costs of which will be at the parent's expense for the re-admitted student.

## **ALCOHOL AND DRUG RESPONSE SUPPORT STRATEGY**

Educational training regarding alcohol and drugs will be provided to the Ridley College community. Students, Faculty and parents will be informed at the beginning of the academic school year of the Ridley College policy and position on alcohol and drugs. The school will work directly with the Niagara Regional Police Service for continued support and information

Students will be engaged in a comprehensive Residential Life programme to increase their awareness of the issues, to assist the students in making the proper choices and to provide the necessary prevention strategies.

A student who comes forward to the school with an alcohol or drug concern, unimpaired, asking for help will be supported without fear of discipline. Subsequently, this student would then agree to a student action plan, which would include a zero tolerance for continued usage and counseling if necessary. Faculty and parents will be encouraged to bring forward any issue of concern surrounding a student within our community. Any student may also seek assistance on behalf of a friend so that school discipline can be avoided in the future.

## **CANINE SEARCH**

The Niagara Regional Police Canine Unit may be used throughout the academic year, when requested by the Headmaster in conjunction with the Chairman of the Board of Governors.

## **ROOM SEARCH**

Should the safety and security of a student or students come under question, the school reserves the right to conduct a room search. The Assistant Headmaster, Student Affairs, the Housemaster, or a Faculty member and the student will be present during the search.

## **TECHNOLOGY**

### **Contract for Acceptable Use of Computing Services**

Ridley College provides to its students, faculty, and staff a campus-wide local-area network of hardware, software, and services. This document forms an agreement between Ridley and all users of its network - you can see the full contract at any time by visiting either the Parent or Student/Staff Portals on the school's website. Signing this document indicates that you agree to abide by the rules and guidelines listed here\*. If there are items here that you don't understand or agree with you must discuss it with your rollout teacher before signing this form and using the school network. Once you have signed, you will be held responsible for your use of the school network both on-campus and via remote access.

## Summary of Ridley's Expectations\* for Student and Faculty use of Computing Resources:

- Do not bring non-Apple Computer Inc. based PC's to campus. They will not be allowed on the network and you will be asked to ship them home immediately.
- Do not attempt to conceal your identity (or use the identity of another user) while you are online.
- You are expected to use the network in a way that will not disrupt its use by others.
- Do not intentionally circumvent the College's network security systems.
- Do not vandalize or modify any of the systems that make up the school network.
- The use of wireless routers or base stations must be approved by the HelpDESK.
- During class, students are expected to use technology for learning purposes only.
- You are expected to voluntarily limit your activities to topics and sites that are deemed appropriate.
- Students must not access faculty or staff workstations.
- Do not use or install pirated software on your own workstation or any workstations that belong to Ridley College.
- Please report messages relating to or in support of illegal or inappropriate activities to a faculty member, administrator, or to the HelpDESK.

\*Breach of any portion of this agreement may result in serious on campus discipline, suspension or dismissal, as outlined in the Ridley College Code of Conduct (see also Parent/Student handbook).

## ATHLETICS

"If you lose, say nothing; if you win, say less."

*Harry Griffith, 2nd Headmaster of Ridley College*

Athletics is an integral part of the fabric of the Ridley community. It is an expectation at the College that physical fitness, along with active participation in sport (even if only in a recreational form), are essential to the Ridley experience.

All Ridleians subscribe to the high standards required by the Code of Sportsmanship of the Conference of Independent Schools Athletic Associations.

### Participation

Ridleians are required to participate in daily sport, making good health through physical exercise a habit. All students are also encouraged to learn the worthwhile lessons of playing on a team and representing the College. Competitive athletes will find a wealth of opportunities in our diverse sport offerings both in the number of sports and in level of competition. For those who are more recreationally inclined, the Sport For Life programme offers students the opportunity to learn a new sport and enjoy staying fit.

### LOWER SCHOOL

Daily physical activity is included within the academic day. Students in Grade 4 will have the opportunity to try-out for teams in the Under 12 age category. These are traveling teams that compete both on weekdays and Saturdays. Each player is expected to commit fully to the athletic schedule. However, if for some reason a student is unable to attend a match, the coach must be notified in advance. Students in Grades 5 to 8 participate in an athletic programme that includes both competitive and league options.

## **SPECIAL PROJECT SEASONS**

While Ridley College offers an extensive variety of athletic and extra-curricular opportunities, we understand that some students might like to pursue opportunities beyond the College's scope. Thus, students are able to take advantage of Special Project seasons. These opportunities should be used sparingly, as the College believes participating in Ridley programmes promotes camaraderie and school spirit.

### **Type 1: Athletic**

Students with a particular interest in an athletic opportunity not offered at Ridley may take advantage of a Special Project season. Any special arrangement to participate in a sport outside of Ridley Athletics has to be fully discussed with the Headmaster, Assistant Head, Student Affairs and the Director of Athletics. Requests should be made in writing and backed by parental permission. There is a clear understanding that representation of Ridley is a key priority while participating on any sports team, or during any competition.

### **Type 2: Non-Athletic**

A student of any grade with a serious commitment to a special activity (as in music or drama) may take a non-athletic project season by securing approval of a faculty mentor (who will advise and report on the project), the Assistant Head, Student Affairs, Director of Athletics, Housemaster and Advisor.

## **SAFETY MEASURES WHILE PLAYING SPORT**

Some adolescents are, unfortunately, risk-takers, and others are occasionally careless. With this in mind, the College imposes certain safety requirements. Students must wear full hockey equipment while playing hockey on the College rink, including helmets, neck guard, and mouth guard. Safety glasses are required while playing on the squash courts. All students are required to sign a mouth guard consent before playing contact sports. Ontario law requires helmets for cycling and the College recommends them for roller-blading as well as protective knee and elbow pads. The College swimming pool may be used only in accordance with the pool regulations, as posted, and with responsible supervision.

*Students and Parents can find complete list of the Ridley College athletic teams and programmes in the Ridley College 2010-2011 Co-Curricular Handbook.*

# EXTRACURRICULAR OPPORTUNITIES AND STUDENT ACTIVITIES

## HOUSE COMPETITIONS

### **Bermuda Cup Competitions: Upper School Boys**

Between 1925 and 1936, the Ridley First Cricket Team was on tour most summers, eight of them to Bermuda. At the end of the 1931 tour, the Governor of Bermuda presented this sterling silver trophy to Dr. Griffith and the school on behalf of the Bermuda Cricket Association. In the early years, the trophy was presented, as inscribed, to the winners of inter-house cricket play. During the last half of the century, however, other inter-house sports have been included to determine the strongest house athletically. Today, events can include School Reach, Ball Hockey, House Basketball, and Soccer. Points are awarded for each event and the competition is furious! Adapted from Paul Lewis, 2005.

### **Bradley Shield Competitions: Upper School Girls**

The girls of 1982/83 were really the first to be involved in a more formal way in inter-house sports competitions. A counterpart to the Bermuda Cup for boys' inter-house sports seemed logical. It also seemed appropriate that Richard Bradley, the Headmaster of the 1970's who had initiated coeducation at Ridley, be honoured in the name of this trophy. This much-coveted award is fiercely contested throughout the year and contributes greatly to the bonds within Houses and the competition among Houses. Adapted from Paul Lewis, 2005.

### **Tribe Competitions: Lower School**

In the Lower School, all students are assigned to one of four tribes (Algonquin, Huron Iroquois, Mohawk). Throughout the year, tribe members compete for both individual and team tribe points. Points are awarded for: academic work, effort grades, participation on school teams, participation in school events, service to the school community (admissions tour guides, primary grade helpers, student council, fund raising, etc.) and whole "team" events. On Prize Giving night, the winning tribe is announced, as is the name of the "chief" tribesman in both the junior and senior categories.

## CADETS

Cadets is an important part of Ridley College tradition. Selected senior students are involved in Officer and NCO Training during the Lent Term. The students receive instruction in positive and correct methods of giving and receiving instruction, as well as continuing to develop leadership skills.

During Term 3, all students from Grade 5 to PG participate in the Cadet programme, which is a continuation of the Star programme. The Cadet programme concludes with the Annual Cadet Inspection in early May when the whole school parades in front of parents, members of the Ridley Family and an invited Reviewing Officer, as well as members of the Cadet Organization.

## ACTIVITIES

### Grades 1-4

#### Term 1

Monday 4:00–5:00 p.m.	Dance Club (no cost)
Tuesday 4:00–5:00 p.m.	Drama Club (no cost)
Wednesday 4:00–5:00 p.m.	Authors Club (no cost)
Thursday 4:00–5:00 p.m.	Cheerleading
Friday	No Clubs
Saturday 9:00–10:00 a.m.	Cheerleading (unconfirmed)

#### Term 2

Monday 4:00–5:00 p.m.	Yoga Club (no cost - students provide their own mat)
Tuesday 4:00–5:00 p.m.	Chess Club (no cost)
Wednesday 4:00–5:00 p.m.	Arts and Crafts (\$15.00)
Thursday 4:00–5:00 p.m.	Cheerleading (unconfirmed)
Friday	No Clubs
Saturday 9:00–10:00 a.m.	Cheerleading (unconfirmed)

#### Term 3

Monday 4:00–5:00 p.m.	Cooperative Games Club (no cost)
Tuesday 4:00–5:00 p.m.	Lego Club (cost)
Wednesday 4:00–5:00 p.m.	Skipping Club (Skipping Rope Required)
Thursday 4:00–5:00 p.m.	Cheerleading (unconfirmed)
Friday	No Clubs
Saturday 9:00–10:00 a.m.	Cheerleading (unconfirmed)

### Grades 5-8

A wide range of activities is offered outside of the academic and athletic programmes. All students are required to participate in the activities programme by choosing at least one activity per term. These activities, for the most part, take place between 2:45 p.m. and 4:00 p.m. on Thursdays.

### Before and After School Care: Lower School

7:30–8:00 a.m. - Cost \$7

3:30–5:30 p.m. - Cost \$14

## PRIVATE MUSIC LESSONS

Private music instruction is offered at Ridley College in all musical disciplines from the beginning level through the Associate Diploma of the Royal Conservatory of Music (Toronto). Qualified teachers are available for thirty, forty-five, or sixty minute lessons. Lessons are billed directly to your school account. Registration must be completed by submitting the proper form to Mr. K. Hutton, Director of Music.

*Students and Parents can find a complete list of the Ridley College extracurricular opportunities and student activities in the Ridley College 2010-2011 Co-Curricular Handbook.*

## PRIZES AND AWARDS

Ridley College has a number of endowed academic, athletic, extra-curricular, and social prizes and awards. The majority of these honours are awarded at a few special occasions: on Prize Day, at a special Awards Ceremony and an Arts Festival and Ceremony late in the spring term, at the Literary Dinner in May, or at the Sports Awards at the end of each term. Most of the prizes listed below are academic in nature, although some of them also recognize a student's contribution to other areas of school life. In this way, the school seeks to recognize leadership, service to the community, commitment to others and strength of character.

### Upper School Prizes

**The Mason Gold Medal:** awarded by student vote to the Prefect who is most distinguished for: Strength and independence of character and judgment; Understanding and caring for others; Devotion to the School and upholding the responsibilities of leadership.

**The Headmaster's Award for Zealous Achievement:** is awarded to the graduating student who has shown notable involvement in all general Ridley activities, and a high amount of enthusiasm for his or her academics.

**T.R. Merritt '44 Gold Medal:** for highest academic standing in Grade 12.

**Judge Benson Memorial Prize:** chosen by the Ridley faculty to a graduating student who demonstrates great diligence and achievement.

**Terence Cronyn '20 Prize:** chosen by the Ridley faculty to a graduating student for high academic standing combined with significant contribution to the school.

**Dr. Alan and Mrs. Jean Rice Award** chosen by the Ridley faculty to a graduating student who has made the most of his or her Ridley experience having started in Lower School.

**Michael R. '62 Mandeville Memorial Award:** for well-roundedness, outward orientation, courage and perseverance in Grade 12.

**Jay Feagan - Philip Davies Memorial Award:** for character development and leadership potential in Grade 11.

**Prefects' Award:** from the Prefects to the male & female student (new to Ridley) in Grade 9 or 10 who typifies the best "new Ridleian".

**Stoddard Jones Award for Unique Talent:** to a student who has demonstrated a unique and extraordinary talent.

**The Dorothy Burgoyne Award for Leadership:** is awarded to the graduating girl who, through quiet leadership and integrity, has shown care for her fellow student.

**The A. J. Silver Leadership Award:** is awarded to the graduating boy who, through quiet leadership and integrity, has shown care for his fellow student.

**House Zealous Achievement:** the house "spirit award". It is given to the student who in the opinion of the house has been enthusiastic, unselfish, willing to help others, responsible, reliable, loyal to the house, well liked by his or her peers and able to relate positively to the MOD's.

**Headmaster's Tie:** awarded to a limited number of students every year for special service to the school community (often otherwise "unsung" service) or bringing distinguished credit to the school.

### **Lower School Prizes**

**The J.R. Hamilton Prize (dedication):** is awarded annually to the student who has best emulated the motto of the school.

**The Leslie Ashburner Memorial Award (for chief tribesman):** is awarded to the senior student in the Lower School who accumulates the highest total of individual tribe points during the year.

**The Stephen R. Court '89 Memorial Prize:** is awarded, following a vote of all students, to the student in his or her final year in Lower School who has participated in the widest variety of activities with enthusiasm and success over the course of their time in the school.

**The Bullied Award:** is awarded for all-round effort to a graduating student as chosen the Assistant Headmaster, Lower School.

**The W.T. Bright Prize:** is awarded to the student who is in his or her final year at the school and has shown the greatest perseverance during their time in the school.

**The Mrs. W.H. Merritt Memorial for Diligence:** is awarded to the student who, in the opinion of the staff has applied himself or herself to the fullest extent to academic studies during his or her career at Ridley College Lower School.

**The John S. Guest Prize:** is awarded to the student who has shown the greatest improvement in academic achievement over the year.

**The Harry J. Daniel Award:** is awarded to the student in the grade 7 who entered with the most enthusiasm into the widest range of school activities, and who shows leadership potential and sense of responsibility.

**The Mentone Cup:** is awarded to the student in Grade 5 or 6 whose enthusiastic participation in the full range of school activities best reflects the school motto.

**House Zealous Achievement:** this "spirit award" is awarded to the male and female boarding and day students in the Lower School who have made enthusiastic, responsible, loyal and unselfish contributions in their respective areas to the school as a whole.

# FINANCES

## FEES

Fees are invoiced once a year with payment due in four installments: February 15, April 1, June 1 and November 1. Statements showing the amount owing will be mailed or emailed to families each month. Fees not paid within 30 days will be subject to an additional interest charge of 1.5% per month or 18% per annum. Students with accounts not paid within 60 days are subject to suspension from school until fees are paid. Parents of students who are residents of a country other than Canada or the United States must pay the full year's fees by June 1st, or upon acceptance if after this date.

Fee installments are refundable until school starts; however there will be a \$1,000.00 surcharge for withdrawals after May 1. For students enrolled after May 1, the \$500.00 refundable deposit will be forfeited if withdrawn more than 30 days after the date of enrollment.

## CREDIT CARD CHARGES

A credit card number must be on file with the school. All payments made by credit card are subject to a 2.5% processing fee.

## ELECTRONIC PAYMENT

On-line banking, telephone banking, wire transfers and pre-authorized payments from Canadian accounts may be made directly to the school's bank account.

## NEW STUDENT ENROLMENT FEE

The payment of the one time enrolment fee and refundable deposit holds a place for a new student at Ridley for the coming year. At the end of a student's Ridley career the \$500 refundable deposit will be applied to the final statement. See "Fees at a Glance" for amount of enrolment fee, as it depends upon grade and whether a day or boarding student.

## TUITION REFUND PLAN

Ridley's Tuition Refund Plan provides for partial reimbursement of tuition fees to parents in the event of withdrawal or dismissal during the school year. The terms of your enrolment contract with the College stipulate that no reduction is made from school fees because of absence, withdrawal, or dismissal. This Tuition Refund Plan serves to mitigate the financial implications of these contingencies. It covers 60% of the unused fees in the case of a voluntary withdrawal and 50% of the unused fees in the case of a dismissal.

The cost of the plan is 2% of the tuition fees and is charged to account separately. Enrolment in this plan is mandatory and details are provided in the school Financial Guide.

## HEALTH AND ACCIDENT INSURANCE

Students from provinces of Canada other than Ontario are covered through their Provincial Health Insurance Plan. New visa students who are Canadian, or have Landed Immigrant Sta-

tus, are eligible for the Ontario Health Insurance Plan. Students must provide provincial health cards to access medical services outside of Ridley College. Most Ontario hospitals, doctors and other health care providers will not accept claim forms from overseas insurance companies and will demand payment at the time service is rendered. To help facilitate the provision of health care, Ridley College, along with other independent schools in Ontario, has arranged a private medical plan to cover students while they are attending school in Ontario (2009/2010 premium was approximately \$660 for the period September to August). This is mandatory for all visa students.

An accident insurance plan is taken out for all students. This plan covers, among other risks, dental work required as a result of accidents and is in force 24 hours a day for the period of the school year, September through June. Also, an athletic therapy programme and travel insurance programme have been included for all students from September through June. The premiums in 2009/2010 for these services range between \$30 and \$60 per student. This is a mandatory enrolment for all students.

## **MONTHLY STATEMENTS**

The Business Office bills parents monthly for expenses that have been charged to student accounts. These charges are most often Bookstore or Hank's (campus store) purchases, dry cleaning, prescriptions, ground transportation for holiday breaks, theatre or ski tickets, dances, pocket money, private music lessons, private tutoring. Sports and other travel expenses will vary with the grade level and the activity selected, but parents cannot charge over \$500 to their account; rather a direct payment must be made by credit card or deposit.

## **CASH ADVANCES**

If any large outlay of cash is necessary for items such as weekend leaves, clothing purchases, passport applications, drivers' permits, etc., families are expected to plan for such in advance and to provide sufficient funds by cheque or through a local bank account directly to the student. The School will not advance cash to students unless it is clear that the need is urgent and could not have been foreseen. If the student's account is not in good standing, no funds will be advanced under any circumstances.

Due to the high cost of repairs to computers, parents must make arrangements for any expense over \$200 (by providing a credit card or paying directly).

## **BANK ACCOUNTS**

Boarding students can benefit from the educational experience of managing their own finances by having a bank account at a local bank, a number of which are within walking distance of the College. This allows for parents to transfer money to the account when there is need for a particularly large expenditure. An ATM is located on campus for access to cash. For security reasons, please make the necessary bank arrangements to limit ATM withdrawals.

## **THE ANNUAL FUND: YOUR CONTRIBUTION**

During every student's career at Ridley, whether that is one year or eight, each has silent partners helping to enrich their experiences in the school programme. These partners are alumni, current and past parents, and friends of Ridley College who offer their voluntary financial support to augment tuition payments and provide the means that make the difference between a good school and a great school.

This support is offered in answer to appeals made by the Annual Giving Fund and occasional major capital campaigns that finance transforming dreams for Ridley. We hope you will give as generously as your means allow when you are contacted by school representatives. Your gift will help continue the tradition of excellence established in 1889 when Ridley was founded.

# THE RIDLEY COLLEGE ASSOCIATION

## THE RIDLEY FAMILY

The Ridley Family is not just a phrase. It accurately symbolizes the spirit of the Ridley community, which includes Faculty, students, current parents, past parents, alumni, and friends of the school, encompassing grandparents and others. The Ridley Family represents all those who share a common interest in the welfare of the School.

The Alumni Association was founded in 1898 and the Family Guild (see below) in 1923. Together, under the title of the Ridley College Association, they have served the school with faithful service and dedication.

## THE RIDLEY COLLEGE ASSOCIATION

The Ridley College Association is an organization, independent of the school and the Board of Governors of Ridley College, organized by alumni and parents to promote the fellowship of the Ridley Family and the good name and interest of the school. It embraces all alumni, parents (current and past), grandparents, guardians, Faculty and friends of Ridley.

The Association has an Executive Committee which meets regularly. The elected president of the Ridley College Association sits ex-officio on the Board of Governors of Ridley College and represents the Association at various functions both within and outside the school.

Branch meetings are held regularly in major cities in North America and around the world. These meetings provide an excellent opportunity for alumni and parents to meet with others in the Ridley Family.

## ASSOCIATION EXECUTIVE OFFICERS

President:

Ms. Stephanie L. Perry '93  
c/o Ridley College  
Email: sperry@royaldoulton.ca

Executive Secretary:

Ms. F. Kelly Neill '81  
c/o Ridley College  
P.O. Box 3013  
Email: kelly\_neill@ridleycollege.com

## THE RIDLEY COLLEGE FAMILY GUILD

The Family Guild, a unique group within the Ridley College Association, is for parents, guardians, grandparents and friends who serve current student interests through their volunteerism.

The purpose of the Family Guild, known colloquially as "The Guild", is to encourage the interest and participation of members through fellowship, involvement, and service to the school. The Guild provides service to Ridley without involvement in school policy. All mem-

bers of the Ridley Association are welcome to participate in Guild initiatives and attend Guild functions.

The Guild members assist in the campus store Hank's, help organize parent receptions, assist with the graduation ceremonies for both Upper and Lower School, conduct special fundraising events and work on behalf of Ridley students in many varied ways.

### **FAMILY GUILD OFFICERS**

President:

Mrs. Heidi Burgess  
(905) 397-0716  
Email: hburgess@skywaygroup.ca

Vice President:

Mrs. Gail Fischer  
(905)  
Email:

Guild Liaison:

Ms. F. Kelly Neill '81  
c/o Ridley College  
Email: kelly\_neill@ridleycollege.com

We welcome volunteers from all constituencies of the Ridley Family—mothers, fathers, grandparents, friends of the school—all are appreciated!

## **TRAVEL AND HOLIDAYS**

Students are expected to remain at School until the official end of classes and to return on time at the end of each weekend and vacation break. Problems with travel arrangements should be discussed with the Assistant Head Student Affairs in order to avoid penalties for early departures or late returns.

### **Mid-term Breaks**

Mid-term breaks occur in October, November, February, April and May. Boarding students who live at such a distance from the school that they are unable to return home for these weekends are usually able to visit with family friends or relatives, or are invited home by other students.

The School offers long-weekend break coverage for students who cannot make any alternative plans. Please contact Sarah Whitty at extension 2537 for details.

### **Weekend Leave and Holiday Policy**

- The major school dates for 2011 - 2012 have been published well in advance. Hence, it is vital that all students respect these dates and not book flights outside these posted dates.
- On all published breaks, the students are required to fill out a detailed weekend or holiday plan with their Housemaster. These plans must include travel times, destination and all students must be under adult supervision while away from Ridley College. These plans will be confirmed by the Housemaster.

- It is not the responsibility of the Housemaster to find weekend or holiday supervision for students.
- Students are not allowed to stay in hotels unsupervised over breaks, and being in a hotel without supervision from a parent or guardian is simply not acceptable, nor is it safe.
- All breaks will start following the completion of classes on the scheduled day and each residence will be locked at 6:00 p.m. The residence will open again at 4:00 p.m. on the scheduled date of return. The Housemasters will not be available during a long weekend or holiday period.

### **Travel Reservations**

Most airline or other long distance travel reservations must be made well in advance of the travel date. When making travel plans, families must check the times of the beginning of breaks carefully; many students will have examinations or tests on the final morning of term. Students who wish to be assisted in making travel arrangements must have complete credit card information available at time of booking.

Students who use Niagara Airbus or 5-0 Airport Express to travel to/from the airport may have this charged to their account. Ground Transportation arrangements should be made as soon as flight details are confirmed.

### **Buses to/from London/Sarnia and to Toronto**

Bus transportation will be arranged by the School for Thanksgiving, February Midterm, March Break, April Break and Victoria Day Weekend as long as numbers warrant the service. Students will be notified of details prior to these occasions.

### **School Responsibility**

The School cannot assume responsibility for students from the time they leave the campus for a break or vacation, until they return to the campus at the end of the break. Parents should impress upon students the importance of clearing travel plans and officially checking in and out with the Housemaster or Master on Duty.

### **Overnight Leaves**

Students may be granted overnight (Saturday night) leave provided the student is not gated and does not have a Sunday morning detention. Arrangements for overnight leaves are made with the student's Housemaster. For special occasions, a student in good standing may, with the permission of the Housemaster and the Academics Office, take a Friday as well as a Saturday night leave. When a student is invited to spend an overnight (or vacation) with another student, this request is granted only with parental permission and in response to a specific invitation from the host family. Parents are welcome to make their general wishes on overnights known in advance to the Housemaster. If parents wish to invite another student home, a letter or phone call to that student's Housemaster is expected.

The School will allow students to take overnights only where parental supervision is available. Parents are asked not to request exceptions to this policy for their sons or daughters.

### **Travel in St. Catharines and Region**

Students may not ride in cars with other students. Within the City of St. Catharines, students have access to the city bus system as well as taxis. Students must use cash for both bus and taxis. Many areas of the city (i.e. the Public Library, the train and bus stations) can be reached on foot; most areas of the city are also accessible by bicycle.

Buses run almost hourly between Niagara Falls and Toronto, with stops in St. Catharines and Burlington. Ground transportation to and from the Toronto and Buffalo airports is easily arranged.

Useful Contact Numbers:

5-0 Taxi	905-685-5464
Bus Terminal	905-682-9206
Niagara Air Bus	905-374-8111
Travel Agent	905-684-1121
Via Rail	1-800-268-9511

## USEFUL CONTACT INFORMATION

Ridley College - 2 Ridley Road, P.O. Box 3013, St. Catharines, Ontario CANADA L2R 7C3

SCHOOL SWITCHBOARD.....(905) 684-1889  
(8:30 am to 4:30 pm). On the Friday of Statutory Holiday Weekends the switchboard will close at 2:30 pm.

LOWER SCHOOL MAIN OFFICE ..... (905) 684-1889 Ext. 2238  
(8:00 a.m. to 3:30 pm)

UPPER SCHOOL FAX .....(905) 684-8875

LOWER SCHOOL FAX.....(905) 684-8100

HEALTH SERVICES .....(905) 684-1889 Ext. 2318

HEALTH SERVICES FAX.....(905) 682-7762

*The school switchboard is open from 8:30 am to 4:30 pm daily. At other times, the general mailbox will takes messages which will be transferred as soon as the switchboard opens. In an emergency one of the school administrators can be contacted by cell phone (numbers listed below).*

### CELL PHONE NUMBERS OF MAJOR ADMINISTRATORS

(for use only in an emergency please)

Mr. Jonathan Leigh  
Headmaster  
Cell (905) 321-6895

Ms. Margaret Lech  
Assistant Headmaster, Student Affairs  
Cell (905) 321-6897

Mr. Stephen Clarke  
Deputy Headmaster, Academics  
Cell (905) 401-0650

Mr. Jim Parke  
Executive Director of Finance & Operations  
Cell (905) 321-4413

Mr. James Milligan  
Assistant Headmaster, Lower School  
Cell (289) 407-0885

Dr. Andrew Weller  
Dean of Admission  
Cell: (905) 341-1889

Mr. Bryan Rose '96  
Executive Director of Advancement  
Cell (905) 324-1511

## RESIDENCE CONTACT TELEPHONE NUMBERS

(as of September 1, 2010)

### Arthur Bishop House East

Housemaster - Mr. G. Park .....(905) 684-3271  
Assistant - Mr. G. Martinez .....(905) 687-7924  
Master on Duty Desk (Evening Coverage).....(905) 684-1889 Ext. 3230  
2nd Floor Pay Phone .....(905) 641-9221

### Arthur Bishop House West

Housemaster - Mr. D. Darby .....(905) 687-7925  
Assistant - Mr. D. Boileau .....(905) 687-7906  
Master on Duty Desk (Evening Coverage).....(905) 684-1889 Ext. 3245  
2nd Floor Pay Phone.....(905) 641-9222

### Burgoyne House

Houseparents - Mr. J. Sweeney and Ms. K. Thacker .....(905) 687-7913  
Girls' Phone .....(905) 684-1889 Ext. 2661  
Girls' Pay Phone (2nd floor) .....(905) 641-9868  
Boys' Phone .....(905) 684-1889 Ext. 2662  
Boys' Pay Phone (3rd floor) .....(905) 641-9485

### Dean's House

Housemaster - Mr. S. Beatty .....(905) 687-7912  
Assistant - Mr. M. Bowie .....(905) 687-7917  
Master on Duty Desk (Evening Coverage).....(905) 684-1889 Ext. 3253  
Common Room Pay Phone .....(905) 641-9621  
3rd Floor Pay Phone .....(905) 641-9213

### Gooderham House East

Housemaster - Ms. H. Cousins .....(905) 687-9752  
Assistant - Ms. Allison Drake .....(905) 687-7919  
Master on Duty Desk (Evening Coverage).....(905) 684-1889 Ext. 3224  
1st Floor Pay Phone .....(905) 641-9211  
3rd Floor Pay Phone .....(905) 641-9210

### Gooderham House West

Housemaster - Mrs. B. Fillion.....(905) 687-7920  
Assistant - Ms. Sarah Bylsma .....(905) 687-7911  
Master on Duty Desk (Evening Coverage).....(905) 684-1889 Ext. 3225  
1st Floor Pay Phone .....(905) 641-9790  
3rd Floor Pay Phone .....(905) 641-9210

### Leonard House

Housemaster - Ms. R. Scott .....(905) 687-7918  
Assistant - Mrs. S. Wilson .....(905) 687-7916

Master on Duty Desk (Evening Coverage).....(905) 684-1889 Ext. 3223  
 2nd Floor Pay Phone - East.....(905) 641-9868  
 2nd Floor Pay Phone - West.....(905) 641-9635

**Mandeville House**

Housemaster - Ms. S. Thompson .....(905) 687-7910  
 Assistant - Ms. E. Whitty .....(905) 687-7915  
 Master on Duty Desk (Evening Coverage).....(905) 684-1889 Ext. 3286  
 3rd Floor Pay Phone - West .....(905) 641-9206  
 3rd Floor Pay Phone - East .....(905) 641-9208

**Merritt House North**

Housemaster - Mr. K. Hutton.....(905) 682-1298  
 Assistant - Mr. B. Gittings.....(905) 687-7926  
 Master on Duty Desk (Evening Coverage).....(905) 684-1889 Ext. 3228  
 2nd Floor Pay Phone.....(905) 641-9203

**Merritt House South**

Housemaster - Mr. B. Amoyte .....(905) 687-7909  
 Assistant - Mr. D. Templeman.....(905) 687-7927  
 Master on Duty Desk (Evening Coverage).....(905) 684-1889 Ext. 3229  
 2nd Floor Pay Phones.....(905) 641-9215

## SCHOOL TRADITIONS

### THE SCHOOL PRAYER

Almighty God, by whose providence we are met in this place, and who hast knit together thine elect in one communion and fellowship; we beseech Thee to keep in continual Godliness all the present members of this School, and those who have gone out from its walls. Grant us by Thy Spirit to have a right judgement in all things, that we may think that which is good, and love that which Thou commandest. Teach us to perceive and know what things we ought to do, and give us grace and power faithfully to fulfill the same, and to withstand the temptations of the world, the flesh and devil. Graft into our hearts the love of Thy Name. Increase in us true religion, and let Thy Holy Spirit be our daily guide. Through Jesus Christ our Lord. Amen

### SCHOOL COLOURS

Black and Orange



## SCHOOL MASCOT

Tiger

### THE SCHOOL SONG

Come, fill your glasses up  
To Ridley, to Ridley, to Ridley!  
Come, fill a loving cup  
To Ridley, to Ridley, to Ridley!  
Here's to the place we love;  
May we ever loyal prove;  
Come, fill your glasses up  
To Ridley, to Ridley, to Ridley!

Young men and women all  
From Ridley, from Ridley, from Ridley!  
Mem'ries we'll e'er recall  
From Ridley, from Ridley, from Ridley!  
May we of our lives be proud;  
May we face the world unbowed;  
Young men and women all  
From Ridley, from Ridley, from Ridley!

Sing all, with might and main  
Of Ridley, of Ridley, of Ridley!  
Three times three, and once again  
Of Ridley, of Ridley, of Ridley!  
Here's to battles fought and wo;  
Here's to heroes who have gone;  
Here's to every worthy one,  
Of Ridley, of Ridley, of Ridley!

## A LEGACY THAT'S YOURS.

To graduate from Ridley is to have the keys to knowledge in your pocket, true friends by your side, a ticket to the world in your hand and the resources of **a legacy at your back** as you move forward in life.



P.O. Box 3013  
2 Ridley Road  
St. Catharines, ON  
L2R 7C3 Canada

(905) 684-1889

[www.ridleycollege.com](http://www.ridleycollege.com)