

## Respect and Responsibility

Staff and students at Eastwood are collectively responsible for ensuring a safe and productive learning environment. Here are some guidelines that will help to ensure your safety, the safety of others, and your success:

- Show respect for yourself, others and for those in authority. This includes **identifying yourself** to any staff member upon request.
- Come to school **prepared**, on time and ready to learn.
- Take **responsibility** for your own actions.
- Follow all student policies and expectations as outlined in this folder and provided to you by your teachers and administration.

### Health and Safety

#### Student Drop-Off and Parking

All students arriving by car must enter the parking lot from Montgomery Road (near the portables). Students will either park or be dropped-off in this lot. After drop-off, traffic flow is one-way behind the school, exiting to Jackson Avenue. The Jackson Avenue parking lot is reserved for staff parking, and students are not to be dropped off in this area which is very busy before and after school.

#### Cross-Walk

Students who walk or take the bus and must cross Weber Street should use intersection traffic lights or the cross-walk in front of the school.

#### Smoking and Vaping

No smoking on school property; it's the law. Failure to adhere to this rule may result in a suspension and/or a fine issued by the Waterloo Region By-Law Officer. This includes the use of e-cigarettes and vaporizers (inhalation devices).

#### Loitering in Stairwells and Hallways

Students may not sit, eat lunch or congregate in any stairwell in the school, at any time. Sprawled legs and spilled food pose serious slip and trip hazards. All hallways must be kept clear during classes.

#### Anaphylaxis

Many students have life threatening allergies to foods, scents, or other substances. We are a scent/nut/latex aware site. If you are required to carry an *EpiPen* with you, please inform the main office and be sure to keep your *EpiPen* on your person at all times, including when on field trips.

#### Keep Your Belongings Safe

- Whenever possible, leave your valuable items at home.
- Never leave your personal items unattended.
- You will be assigned a locker for your personal use. You must not use any other locker than the one assigned to you.
- Sharing lockers is not permitted. Your locker is only as safe as you make it. Do not share your locker combination.
- Change rooms are not secure areas. Leave valuable items in your locker.
- Bicycles should be secured with a U-style lock device.
- ECI is not responsible for lost or stolen items. These should be reported to the WRPS at <http://www.wrps.on.ca/online-reporting>

#### WRDSB Code of Conduct (Board Policy 6001)

All members of the school community are expected to comply with the expectations outlined in the WRDSB Code of Conduct.

## Show Respect in How You Dress

### Dress Code

While students are encouraged to dress casually and in clothes that they feel comfortable wearing, it is important to keep in mind that some fashion trends and style choices may not always be appropriate for school. Contributing to a positive learning environment should be your top-most priority in choosing what (not) to wear. Please respect the following guidelines:

- No gaping tank (muscle), strapless or backless tops permitted.
- Shirts should not have revealing necklines.
- Tops must meet bottoms. No bare middles or underwear should be visible.
- No article of clothing should be sheer or 'see-through'—again, no undergarments should be visible.
- All clothing and accessories must have appropriate language, graphics and pictures.
- No spikes, long chains, or any accessory that may cause injury.
- In the winter, keep bulky coats and boots in your locker.
- Individual teachers will decide if hats are to be removed in their classroom.

**For school safety and security, sunglasses and bandanas, or any other article or accessory deemed to be inappropriate by school administration may not be worn on school grounds.**

### Be Respectful to Others

#### Positive Student Behaviour and Bullying

It is an expectation that all interactions between all members of the school community are positive in nature, which precludes the use of inappropriate, hurtful, threatening or demeaning language, comments and actions.

*"Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem or reputation. Bullying occurs in a context where there is a real or perceived power imbalance." (PPM 144)*

Bullying can take many forms: physical (hitting, pushing, tripping), verbal (name calling, mocking, making sexist, racist or homophobic comments), social (excluding others from a group, spreading gossip or rumours) or it can occur through the use of technology (spreading rumours, images or hurtful comments through the use of e-mail, cell phones, text message, Internet websites or other technology). Bullying using technology is often referred to as cyberbullying.

Bullying will not be accepted on school property, at school-related activities, on school buses, or in any other circumstances (e.g., online) where engaging in bullying will have a negative impact on the school climate. Students who engage in bullying behaviour can expect for their behaviour to be addressed by a Vice-Principal, school consequences and may include police involvement.

## Academics

### Missed Work

It is expected that students complete all assigned work in a timely manner. Students who are absent on the day of an assessment (e.g. test or presentation) or when an assignment is due, must speak with their teacher when they return to make arrangements to complete the required work. Whenever possible, students will inform their teacher in advance of their absence.

Each assessment will have a final date of submission after which it will no longer be graded. This date will be clearly communicated to students by the teacher. Work that has not been submitted by the final due date will be deemed "incomplete" for the purposes of grade reporting. Failure to complete all required work will negatively impact a student's final grade, and may prevent successful attainment of the credit.

### Academic Integrity Policy

Some students will knowingly or unknowingly commit academic offences. If a student is suspected of committing an academic offence, the teacher will inform administration and will meet with the student to determine the nature and extent of the incident and the student's understanding of the situation and intent. Students who commit an academic offence will face one or more of the following consequences:

- Re-doing part or all of the assessment under direct supervision, or completing an alternate assignment.
- Limited access to academic recognition, school awards and scholarships.
- Additional consequences related to the student's behavior, including community service hours, detentions and/or suspensions.
- Parent/guardian phone call or meeting.

### Exams and Culminating Activities (Summatives)

Students are required to be present on the assigned date for all their examinations and culminating activities, unless a medical certificate is provided or the student has received administration approval in advance of the evaluation. Vacations, trips abroad and summer jobs (e.g. camp counsellor training) are not acceptable reasons for missing exams or final evaluations.

### Do you want to make a change to your timetable?

Any concerns with timetables should be discussed with a guidance counsellor by signing up for an appointment on-line from the school website (guidance tab). Considerations for timetable changes will be made on an individual basis and dependent on course availability.

### Full-Time Status

All students are required to carry a full course load, which includes four courses per semester. Students who have successfully earned 16 credits, may opt (with parent permission) to take three credits per semester and have a "spare" period.

### Full Disclosure for Grade 11 and 12 Courses

A student taking a grade 11 or 12 course has up to five instructional days after the mid-term report card to drop the course in order for it not to appear on his/her transcript.



## Technology at School

### Use of School Computers and Chromebooks

Use of school computers, Chromebooks, and other technology (e.g. *iPads*) is a privilege, not a right. Computers for general use throughout the school day are available in the library. Students who require computers to complete school-work have priority over those students wishing to use them for personal or social reasons.

Computer and/or network privileges may be revoked for unacceptable conduct in class or on-line, and students may be subject to disciplinary action. In order to maximize use and ensure security, please review the WRDSB *Responsible Use Procedure* available on the board website ([www.wrdsb.ca](http://www.wrdsb.ca)).

### Cell Phones and Electronic Devices

Cell phones and other electronic devices must never disrupt the learning environment. Students are expected to follow teacher direction regarding the use of electronic devices during class time.

Taking photos or videos in the school without a person's knowledge and consent is a violation of privacy. Inappropriate use of your electronic device(s) may result in confiscation by a Vice-Principal.

ECI is not responsible for any lost, stolen or damaged cell phones or electronic devices.

### Print Credits

Each ECI student receives a standard allotment of 50 printed, black and white sheets from school printers, per semester. If you are in need of more print credits, they can be purchased in the library for 5 cents per page.

## Our School is Online with School-Day!

[www.school-day.com](http://www.school-day.com)

**School-Day** is an online portal that lets us instantly share news and events and gives parents the ability to make payments and complete permission forms online.

Please help us improve our communications and reduce the amount of paper our school uses by registering for School-Day today!

**Student cards** can now be purchased through School-Day, and remember that a student card is required for participation in all extra-curricular events and activities including dances/prom, athletics, clubs and arts.



# STUDENT INFORMATION AND CODE OF CONDUCT 2017-2018

## PRINCIPAL

Mr. J. Klinck

## VICE-PRINCIPALS

Mr. J. Windsor (A-F), ext. 5511

TBD (G-M), ext. 5512

Mr. R. Hume (N-Z), ext. 5513

## GUIDANCE COUNSELLORS

Mr. B. Campbell (G,H, N-Se, T-V)

Mr. S. Hooper (B-F, Sf-Sz, W-Z)

Ms. L. Regimbal (I-M)

Mrs. L. Shantz (A)

## Home of the Rebels

### Eastwood Collegiate Institute

760 Weber Street, East

Kitchener, ON, N2H 1H6

(519) 743-8265

[eci.wrdsb.ca](http://eci.wrdsb.ca)

## Attendance

### *“What do I do if I’m late for class?”*

- Go directly to class and sign-in with your teacher.
- Your late arrival will be recorded by your teacher and you may be assigned a detention or other consequence.
- If a teacher continues to have concerns about the nature or frequency of a student’s late arrival to class, parents will be contacted by the teacher, and the student’s Vice-Principal will be informed.

### *“What do I do if I’m absent?”*

The easiest way to validate an absence is to have a parent or guardian call the school on the day of the absence. Voice mail messages can be left with the attendance secretary 24 hours a day. Add the following attendance phone number to your contacts list:

**(519) 743-8265**

**Ext. 5504**

Alternatively, bring a written note, signed by a parent or guardian to the main office before you go to class on the day you return to school.

### *“What do I do if I have an appointment in the morning?”*

If you are absent for any portion of the day, you must sign-in with the office when you arrive. For example, if you have an appointment in the morning and arrive at school during the middle of lunch, you must proceed to the main office to sign-in before going to your period three class.



### Attendance Secretary

Ext. 5504

### Guidance Secretary

Ext. 5520

### Library Main Desk

Ext. 5543

### Student Activities

Ext. 5651

### School Website:

[eci.wrdsb.ca](http://eci.wrdsb.ca)

The school website is an important source of current Waterloo Region District School Board and School information.