

Welcome to
**Forest Heights
Collegiate Institute**



HOME OF THE
TROJANS

255 Fischer-Hallman Road
Kitchener, ON, N2M 4X8
519-744-6567
fhc.wrdsb.ca

Main Office Hours
7:30 am - 3:30 pm

PRINCIPAL
Mrs. Rowe

VICE-PRINCIPALS
Ms. Beirnes (A-J), Ext. 5512
Mr. Williamson (K-Z), Ext. 5511

OFFICE SUPERVISOR
Ms. Collins, Ext. 5501

GUIDANCE SECRETARY
Ms. Minaker, Ext. 5520

GUIDANCE COUNSELLORS

Ms. Sockett (A,K,Q,U)
Ms. Watson (B,C,D,E,F)
Ms. Rios (G,H,I,J,W,X,Y)
Ms. Gawlik-Bell (L,M,N,O,P,Z)
Ms. McQuay (R,S,T,V)

STUDENT INFORMATION AND CODE OF CONDUCT 2021-2022

Students Must Stay Home If They Are Sick

Students must self-screen daily for symptoms of COVID-19, or other respiratory illness, before coming to school.

[Ontario COVID-19 School Screening Tool](#)

Attendance

Students are expected to attend school every day. School starts at 8:20 am and ends at 2:00 pm.

In order to reduce the overall risk of COVID-19 in our schools, the WRDSB has put in place a strict exclusion policy for all individuals who:

- have symptoms of COVID-19; OR
- have travelled outside of Canada in the last 14 days, OR
- have identified as a “close contact” of an individual with a confirmed case of Covid-19.

Students must follow advice from Region of Waterloo Public Health until they are advised of their ability to return.

Reporting a Student Absence

Students who are not feeling well, or are experiencing symptoms of illness, must **not** attend school (see above). There are three ways to report an absence. Please use one of the following options:



Call 519-744-6567, Press 1. Voicemail is available 24/7.



Email fhc-attendance@wrdsb.ca



Send in a note with the student to be **shown to the classroom teacher** upon return to school.

FHCI students in the *Secondary Remote Learning Program (SRLP)* must report absences using the processes provided by their remote learning teachers.

Keep Yourself and Others Safe

Wear Non-Medical Masks

Students are required to wear non-medical masks while indoors at school, including in hallways and during classes. Students may wear their own masks, or masks provided by the school.

It is important that the mask fits properly, covers both the nose and mouth, and that all [best practices](#) are followed when wearing and removing the mask. Masks may be removed when outdoors, to eat lunch, and during some physical education classes (when physical distancing can be maintained).

If a student is unable to wear a mask for medical reasons, a face shield must be worn instead.

Hand Washing and Hand-Sanitizing

Students should regularly wash and/or sanitize their hands throughout the school day, including, but not limited to:

- When entering and leaving the school.
- Before and after eating.
- Before putting on a face covering and after removing a face covering.
- After sneezing or coughing into hands.
- After using the washroom.

[See here for more info on how to wash your hands.](#)

Physical Distancing

It is important to maintain at least **2 metres** of distance between yourself and other people, whenever possible. Many classroom and school procedures have been put in place to support physical distancing of staff and students. Students are not permitted to congregate in hallways, common spaces, or washrooms. Students should follow all physical distancing cues - floor markings and signs - when lining up to use facilities.

Students are required to comply with all physical distancing measures that include, but are not limited to:

- Use of specific entrances and exits.
- Staying to the right on stairs and in hallways.
- No use of lockers at this time.
- Use of virtual meetings whenever possible.

Accessing the School

Student Drop-Off, Pick-Up, and Parking

Students are encouraged to walk to school when possible and use the intersection traffic lights, or the cross-walk in front of the school, to cross Fischer-Hallman Road.

Traffic flow is one-way in the parking lot in front of the school. Students are not to be dropped off in the back parking lot, nor in the driveway off Forest Hill Drive.

Parents and guardians must remain outside the school (preferably in their vehicles) when they drop-off or pick-up their children, and should not be congregating anywhere on school property.

Entering the School At the Start of the School Day

Students will be able to enter the school no earlier than 15 minutes before the start of the school day. Students will enter the school using their assigned entrance only.

Upon entering the building, students will proceed directly to their classroom and are to wash and/or sanitize their hands prior to entering their classroom.

Late Arrivals

Students are expected to be in class before the bell rings. Any student arriving after the bell rings is considered "late" for class. Students arriving late, will enter at their designated entrance and proceed directly to their classroom to sign-in with their teacher. The late arrival will be recorded by the teacher.

If a teacher has concerns about the nature or frequency of a student's late arrival to class, a student's vice-principal will be informed and parents will be contacted by the teacher.

Visitors to the School

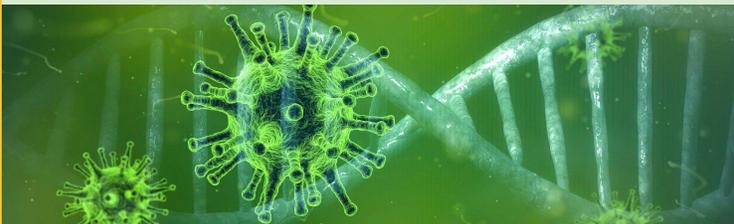
Parents and guardians are not permitted to enter the school, including to sign-out students for appointments or to drop off forgotten items. In extenuating circumstances, if approval to enter the school is granted by an administrator, a mask must be worn before entering the school.

Leaving School During the School Day

Students are able to leave the school during lunch.

Appointments should be scheduled outside of the school day whenever possible. If a student must leave the school during the day, a parent or guardian must call or email the main office ahead of time, and the student will sign-out with their classroom teacher.

Students who exhibit symptoms of illness while at school will not be permitted to enter or stay in their classroom, and will work in a designated waiting area. Parents, guardians, and/or emergency contacts designated by the family, will be called to arrange to pick up the ill student as soon as possible.



More Health and Safety

Smoking and Vaping

No smoking or vaping (use of e-cigarettes) in the school building or on school property; it's the law. Failure to adhere to this rule will result in a school suspension and may result in a fine issued by the Waterloo Region By-Law Office.

Anaphylaxis

Many students have life-threatening allergies to foods, scents, or other substances. We are a scent-aware and nut-aware site, and do not permit the use of latex gloves or balloons at school. Students who use EpiPens must carry one with them at all times.

Hallways and Stairwells

Students should follow all signs indicating the direction of traffic in hallways and stairwells, staying to the right at all times.

Students must proceed directly to their classroom upon arrival and leave the building promptly at dismissal time.

No congregating in hallways, common spaces, or washrooms.

Personal Belongings and Lockers

Lockers will not be available for student use at the start of the school year. Students will be required to limit the number of items they bring to school and should leave valuable items at home. Gym change rooms are not secure and no valuable items should ever be left in change rooms. The school is not responsible for any lost or stolen items.

Lunch

Students should bring a "litterless" lunch or snack with them to school. Students are to remain on site throughout the day, under the supervision of a teacher, except for lunch, where they may go outside (or off campus) for the entire lunch break.

Students will perform hand hygiene prior to and after eating. Food, drinks, dishes and cutlery are not to be shared by students, and there will be no access to microwaves. Students should take home all food waste and containers at the end of each school day.

Cafeteria service and vending machines are not available at this time.

Water Fountains and Bottle Fillers

Students are required to bring their own refillable water bottles. Water fountains will not be available for use; however, no-touch, bottle-filling stations can be used to fill individual water bottles. There are ten stations available at FHCI.

Respect and Responsibility

Staff and students are collectively responsible for ensuring a safe and productive learning environment.

- 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 school expectations as outlined in this folder, on the school website, and as provided to you by your teachers and administrators.

Be Respectful to Others

All members of the school community are expected to comply with the [WRDSB Code of Conduct](#) (Board Policy 6001).

Be a Good Neighbour

It is expected that all FHCI students will behave respectfully to all of our neighbours. Students are not to interfere with community use of facilities such as the KPL, pool, and Forest Heights Community Centre, during school hours.

Positive Student Behaviour and Bullying

It is expected 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.

Inappropriate comments and actions will be addressed by a staff member and consequences will be progressive in nature, potentially resulting in suspension from school.

"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 where engaging in bullying will have a negative impact on the school climate. Students who engage in bullying behaviour can expect that their behaviour will be addressed by an administrator, and may result in school consequences and/or police involvement.

Academics

Missed Work, Tests, and Presentations

It is expected that students complete all assigned work in a timely manner. Work that has not been submitted will be deemed “incomplete” for the purposes of grade reporting. Failure to complete all required work may negatively impact a student’s final grade and prevent successful attainment of the credit.

Academic Integrity Policy

Some students will knowingly or unknowingly commit academic offences. A teacher will inform an administrator 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:

- Redoing 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 behaviour, including community service hours, detentions and/or suspensions.
- Parent/guardian phone call or meeting.

See the school website for complete [Assessment and Academic Integrity \(Plagiarism\) Policies](#).

Exams and Summative Evaluations

Students are required to complete all their examinations and summative evaluations on the assigned date. Absence from an exam requires medical documentation, or administration approval in advance of the examination.

Guidance Appointments

Any academic concerns should be discussed with a guidance counsellor by signing up for an [appointment on-line from the school website](#) (guidance tab).

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 in a semester and have a “spare” period. Students are required to either leave school or stay in the designated classrooms or areas during their spare.

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 their transcript.

Use of Technology and Chromebooks

Use of School Computers and Chromebooks

Use of school computers, Chromebooks, and other technology (e.g. iPads) is a privilege, not a right. Computer and/or network privileges may be revoked for unacceptable conduct and students may be subject to disciplinary action. In order to maximize use and ensure security, please review the [WRDSB Responsible Use Procedure](#).

Cell Phones and Personal Electronic Devices

- Cell phones and other personal electronic devices must never disrupt the learning environment. When in class, your cell phones should be turned off and out of sight, unless otherwise directed by your teacher.
- Cell phones must never be used to take photos or videos in class without a person’s knowledge and consent. This is a violation of privacy. Inappropriate use of your cell phone may result in it being confiscated by an administrator.
- The use of external speakers in hallways and classrooms is discouraged.
- FHCI is not responsible for any lost, stolen, or damaged cell phones or electronic devices.

Print Credits

Students will be submitting their work through the Google classroom. Print credits will not be issued until such time as the library, and its printers, are available for student use.

