



STUDENT INFORMATION AND CODE OF CONDUCT 2021-2022

(COVID-19 EDITION)

Revised: Sept 1, 2021

Students Must Stay Home If They Are Sick

Parents must screen their students daily for symptoms of illness, COVID-19, or other respiratory disease before sending them to school.

[Daily Screening Tool](#)

**Kitchener-Waterloo Collegiate
& Vocational School**
787 King Street West
Kitchener, ON, N2G 1E3
519-745-6851
kci.wrdsb.ca

Main Office Hours
7:45 am - 3:30 pm

PRINCIPAL
Mr. Haid

VICE-PRINCIPALS
Ms. Fairhall (Surnames A-G)
Mr. Kalbfleisch (Surnames H-O)
Ms. LeBeau (Surnames P-Z)

OFFICE SUPERVISOR
Ms. Graves

GUIDANCE SECRETARY
Ms. McGowan x5520

GUIDANCE COUNSELLOR
Ms. Pinnock (A, J)) x5528
Ms. Gauthier (B-E) x5525
Mr. Kreutzkamp (F-G) x5528
Mr. Biffis (H, I, K, L) x5529
Mr. Radstake (M-R) x5526
Ms. Schultz-Janzen (S-Z) x5527

Attendance

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.

Families are encouraged to refer to the [WRDSB Returning To School information](#) for further updates and information.

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 two ways to report an absence. Please use one of the following options:



Call 519-745-6851, Press 1. Voicemail is available 24/7.



Email kci-attendance@wrdsb.ca

Keep Yourself and Others Safe

Face Coverings

Students are required to wear non-medical masks while 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 and to eat during nutrition break. If a student is unable to wear a mask for medical reasons, please contact their Vice Principal to discuss this accommodation.

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.

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.
- Specified direction of travel through hallways.
- Limited/no use of lockers.
- Seating plans.
- Use of virtual meetings whenever possible (e.g. meeting with guidance counsellor).

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 King Street and Green Street.

Parents and guardians must remain outside the school when they drop-off or pick-up their children.

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 the entrance closest to their first class of the day.

Upon entering the building, students will proceed directly to their classroom and are to wash and/or sanitize their hands upon 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 the school and proceed directly to their classroom to sign-in with their teacher. The late arrival will be recorded by the teacher.

Most entrances will be locked at 8:30 am. Signage will direct students who arrive after 8:30 am to enter the main entrance (King St). The main entrance doors will be locked at 9:00 am, at which time a staff member will open the doors for the student.

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.

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 medical grade mask must be worn before entering the school.

Leaving School During the School Day

Students are encouraged to remain at school throughout the school day, including during nutrition break. Students are permitted to leave the school at the beginning of the nutrition break and are permitted to enter at the start of the afternoon class.

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 in the main office.

Students who exhibit symptoms of illness while at school will not be permitted to stay in their classroom. Parents, guardians, and/or emergency contacts designated by the family, will be called to come pick up the ill student.



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. 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 be available for ACE students only. All 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.

Nutrition Break

Students may either: (1) Eat their food brought from home in their first period classroom and remain in the period 1 classroom until it is time to move to period 2, OR (2) go outside and off school property when they are dismissed using the designated exit for their classroom. When outside, they must physically distance themselves from others, avoid congregating, and be respectful to our community. Students may re-enter the school 5 minutes prior to the start of the afternoon class. Students must be masked and sanitize their hands upon re-entry.

Students will not have access to the Grand River Hospital and the restaurants within.

Students will perform hand hygiene prior to and after eating. Food, drinks, dishes and cutlery are not to be shared by students. Students are asked to bring a "boomerang lunch" and should take home all food waste and containers at the end of each school day.

Students are required to bring their own water bottles. Water fountains will not be available for use; however, no-touch, bottle-filling stations (located in the first and second floor) can be used to fill individual water bottles.

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 KCI students will behave respectfully to all of our neighbours. Students are not to interfere with community use of facilities such as the Grand River Hospital and be mindful of capacity limitations in restaurants and coffee shops.

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 for their behaviour to be addressed by an administrator, school consequences and may include 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 [Plagiarism and Academic Honesty](#) guidelines.

Guidance Appointments

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

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 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](#). Please ensure Chromebooks are fully charged before arriving at school.

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 with electronic devices is discouraged.

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

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