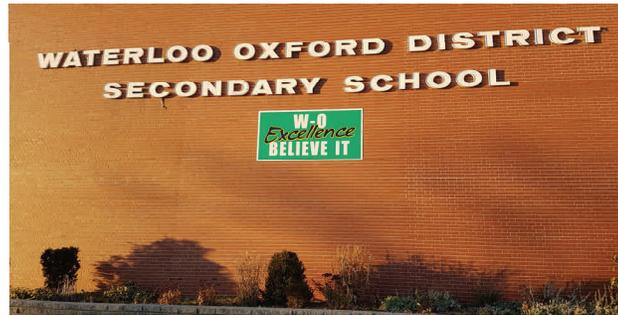




Welcome to  
Waterloo-Oxford



## STUDENT INFORMATION AND CODE OF CONDUCT 2020-2021 (COVID-19 EDITION)

### Waterloo-Oxford District Secondary School

1206 Snyder's Road West  
Baden, ON, N3A 1A4  
(519) 634-5441  
wod.wrdsb.ca

### Main Office Hours

7:30 am - 3:00 pm

### PRINCIPAL

Mrs. C. Salonen

### VICE-PRINCIPALS

Mrs. B. Wigmore (A-K), ext. 5511  
Mr. D. Williamson (L-Z), ext. 5512

### GUIDANCE COUNSELLORS

Ms. P. Kipfer (E-Le)  
Mr. S. Mitani (Ao-D)  
Ms. J. Parker (A-An / S-Z)  
Mrs. J. Shipp (Lf-R)

### ATTENDANCE

Ext. 5504

### GUIDANCE

Ext. 5520

### SCHOOL DAY

Ext. 5502

### 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. Please use the [Daily Screening Tool](#)

### Attendance

#### Hybrid Model of School Attendance

Students may only be at school, or on school property, on the days assigned to their cohort. Students are expected to attend all assigned classes and to participate in all distance learning activities provided by their teachers. On the days that students are learning from home, they will be expected to be available during the school day for synchronous learning with the in-class cohort (e.g. live-streaming lesson, group work, virtual conferencing).

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

 Call **519-634-5441, Press 1** for Attendance. Voicemail is available 24/7.

 Email [wod-attendance@wrdsb.ca](mailto:wod-attendance@wrdsb.ca)

*Please be sure to include the student's name, your name and relationship to the student, date of the absence, and the reason for the absence.*

# Keep Yourself and Others Safe

## Face Coverings

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 and to eat lunch.

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 sanitize their hands throughout the school day, including, but not limited to:

- When entering their classroom.
- Before and after eating.
- Before putting on a face covering and after removing a face covering.
- After sneezing or coughing.
- After using the washroom.

<https://www.canada.ca/en/public-health/services/healthy-living/hand-hygiene.html>

## Physical Distancing

It is important to maintain at least **2 metres** of distance between yourself and other people. 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.
- No use of lockers.
- Classroom seating plans.
- Schedule virtual meetings with guidance counsellors on the days your cohort is at home.

## Accessing the School

### Student Drop-Off, Pick-Up, and Parking

Students are to be dropped off and picked up in the back parking lot only.

The main entrance/circle driveway will be closed until 8:40 am and again at noon daily.

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 who are walking or being dropped off will not be able to enter the building until 7:55 am. Students will enter the school using their assigned entrance only.

Upon entering the building, students will proceed directly to their classroom and are to 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 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

Visitors to the school are not permitted. In extenuating circumstances, if approval to enter the school is granted by an administrator, a face covering must be worn before entering the school.

### Leaving School During the School Day

Students are to remain at school throughout the entire school day, including during lunch.

Appointments should be scheduled after school hours 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 will not be allowed back in the school that same day once they have left the building.

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



## More Health and Safety

### Smoking and Vaping

The Smoke-Free Ontario Act, 2017 prohibits smoking or vaping tobacco or cannabis in schools, on school property, and within 20 metres of school property. All school property owned or leased by the school boards must be smoke-free at all times; 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

To ensure everyone's health and safety, students must 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.

Students are expected to remain in their classroom at all times throughout the school day. No congregating in hallways, common spaces, or washrooms. Consequences will be in place for those students not following this directive.

### Personal Belongings and Lockers

Lockers will not be available for student use. Students should only bring items required for learning and their lunch. All valuable items should be left at home. Gym change rooms will not be available. The school is not responsible for any lost or stolen items.

### Nutrition Break

Students are to remain at school throughout the day including nutrition break. They will remain in their assigned classroom for the nutrition break. The cafeteria will not be open for use. Students are expected to bring food and drink from home. There will be no access to microwaves.

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

### Water Fountains and Bottle Fillers

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

## Respect and Responsibility

Staff and students at Waterloo-Oxford are collectively responsible for ensuring a safe, inclusive and productive learning environment. The following guidelines will help 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 school expectations as outlined in this pamphlet, on the school website, and as provided to you by your teachers and administrators.

### Show Respect in How You Dress—Dress Code

Clothing choices should reflect our intent to create a safe learning environment where all feel a sense of belonging. If one's clothing selection is deemed inappropriate, the student will be required to change.

Dress code items include but are not limited to: Upper and lower body must be appropriately covered. Undergarments of any kind must be covered and not visible.

Offensive clothing is prohibited—this includes anything condoning drugs, alcohol, inappropriate language, gang affiliation and hate/discrimination of any kind.

### 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.

**See the school's website for the full version of W-O's Bullying Prevention and Intervention Plan**

## Academics

### Missed Work, Tests, and Presentations

It is expected that students complete all assigned work by the due date given. 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.

Assessments have a final date of submission after which they 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 behaviour, including, detentions and/or suspensions.
- Parent/guardian phone call or meeting.

**See the school's website for the full version of W-O's Academic Integrity Policy.**

## Summative Evaluations

Students are required to be present on the assigned date for all summative evaluations, 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 final evaluations.

## Guidance Office

Guidance counsellors are assigned by alpha and are available to assist students with academic or personal concerns.

Students may book their virtual appointment by signing up on-line, through the school website, under the guidance tab. Please make appointments during your home blocks.

## 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. Timelines may be different due to quadmestering.

## 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 Electronic Devices

Cell phones and other personal communication 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 anywhere on school property without a person's knowledge and consent. This is a violation of privacy and may result in school or police consequences.

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

**COVID-19**  
(CORONAVIRUS)



# School-Day On line Portal

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

This year, at WODSS, School-Day will be used as a communication tool. For any families who have not signed up for School Day yet, please contact us for your custom "Secure-Match Key number". Please sign up as soon as possible. If you have previously signed up at your elementary school your information will automatically transfer to W-O.

For questions, or help signing up, please contact Ms. Houston in the main office at 519-634-5441 ext 5502.

## WODSS Quadmester 1 Overview

September 8 - November 10, 2020

DAILY WODSS SCHEDULE	
8:10 – 10:10	Learning Block
10:10 – 10:55	Nutrition Break
10:55 – 12:40	Learning Block
12:40	Student Dismissal
12:40 – 1:55	Learning Block – at home – synchronous or asynchronous for BOTH cohort A & B

COLOUR KEY	
COHORT A	COHORT B

Date		STAGGERED ENTRY START		
Mon		7	Labour Day - NO CLASSES	
Tues		8	Staff preparing for safe arrival of students and transitioning to new assignments	
Wed	September	9	Grade 9 Orientation at WODSS - COHORT A Grade 9 students only	
Thur		10	Grade 9 Orientation at WODSS - COHORT B (grade 9 students only)	
Fri		11	Cohort A – ALL GRADES HOME - Distance Learning at Home	Course 1 Cohort B ALL GRADES at School

Date	Cohort A	Course	Cohort B
Mon	Home	1	SCHOOL
Tues	Home	1	SCHOOL
Wed	Home	1	SCHOOL
Thur	SCHOOL	2	Home
Fri	SCHOOL	2	Home

Date	Cohort A	Course	Cohort B
Mon	SCHOOL	2	Home
Tues	SCHOOL	2	Home
Wed	SCHOOL	2	Home
Thur	Home	2	SCHOOL
Fri	Home	2	SCHOOL

Date	Cohort A	Course	Cohort B
Mon	SCHOOL	2	Home
Tues	SCHOOL	2	Home
Wed	SCHOOL	2	Home
Thur	Home	2	SCHOOL
Fri	Home	2	SCHOOL

Date	Cohort A	Course	Cohort B
Mon	Home	2	SCHOOL
Tues	Home	2	SCHOOL
Wed	Home	2	SCHOOL
Thur	SCHOOL	1	Home
Fri	SCHOOL	1	Home

Date	Cohort A	Course	Cohort B
Mon	Home	2	SCHOOL
Tues	Home	2	SCHOOL
Wed	Home	2	SCHOOL
Thur	SCHOOL	1	Home
Fri	SCHOOL	1	Home

Date	Cohort A	Course	Cohort B
Mon	SCHOOL	1	Home
Tues	SCHOOL	1	Home
Wed	SCHOOL	1	Home
Thur	Home	1	SCHOOL
Fri	Home	1	SCHOOL

Date	Cohort A	Course	Cohort B
Mon	SCHOOL	1	Home
Tues	SCHOOL	1	Home
Wed	SCHOOL	1	Home
Thur	Home	1	SCHOOL
Fri	Home	1	SCHOOL

Date	Cohort A	Course	Cohort B
Mon	Home	2	SCHOOL
Tues	SCHOOL	2	Home
Wed	SUMMATIVES		
Thur	SUMMATIVES		
Fri	SUMMATIVES		

Date	Thanksgiving		
Mon			
Tues	Home	1	SCHOOL
Wed	Home	1	SCHOOL
Thur	SCHOOL	2	Home
Fri	SCHOOL	2	Home