



STUDENT INFORMATION AND CODE OF CONDUCT

Revised: August 30, 2025

PRINCIPAL

Ms. Martin

VICE-PRINCIPALS

Mr. Keys (Surnames A-F)

Ms. Lee Hunter (Surnames
G-N)

Ms. Brown (Surnames O-Z)

OFFICE SUPERVISOR

Ms. Graves

GUIDANCE SECRETARY

Ms. Hagen x5520

GUIDANCE COUNSELLOR

Mr. Kreutzkamp (A,F,G,J)
x5528

Ms. Gauthier (B-E) x5525

Mr. Biffis (H,I,K,L) x5529

Mr. Radstake (M-R) x5526

Ms. Kenning (S-Z) x5527

All students who attend KCI are required to review this Code of Conduct with their caregiver(s). Caregivers must acknowledge that the Code of Conduct has been read and is understood by filling out the required form in School-Day.

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 code of conduct, on the school website, and as provided to you by your teachers and administrators.

Attendance

Students are expected to attend school every day. School starts at 8:20 am and ends at 2:30 pm.

Reporting a Student Absence

There are three 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



Send in a note with the student to be **submitted to the main office** upon return to school.

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 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 caregivers will be contacted by the teacher.

Kitchener-Waterloo Collegiate
& Vocational School

787 King Street West
Kitchener, Ontario
N2G 1E3

Phone: (519) 745-6851

Fax: (519) 745-1549

Be Respectful to Others

All members of the school community are expected to comply with the [WRDSB Code of Conduct](#) (Board Policy 6001) and be aware of the [WRDSB Student Discipline Procedures](#) (AP1260).

Digital Citizenship

Any online behaviour that negatively impacts members of the school community is subject to the KCI and [WRDSB Code of Conduct](#).

Cell phones must never be used to take photos or videos on school property without a person's knowledge and consent. This is a violation of privacy. Students who take unauthorized photos and/or videos of others will be subject to disciplinary action.

The use of the Kitchener-Waterloo Collegiate and Vocational School (KCI) name and logos can only be used in school-approved social media accounts. Using the school name and logo without permission violates copyright laws and intellectual property rights. Users of unauthorized accounts will be subject to school consequences.

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, discriminatory, 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 discriminatory 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, even if the bullying occurred off school property and outside of school hours.

We Are Part of a Community

It is expected that all KCI students will behave respectfully to all of our neighbours. Students should be mindful that Grand River Hospital is a sensitive and high priority area for our community.

The following properties are out of bounds for KCI students:

- Don McLaren Arena property (outside and inside)
- The office building across the street (800 King St. West)
- The apartment buildings adjacent to KCI and their parking lots.

Students are expected to follow guidelines and instructions at Central Fresh Market and Tim Hortons.

Well-Being

We are here to support all students' mental health and well-being. For support any time, students can talk to any adults. Reach out to your teachers, CYWs, Guidance Counsellors or VPs.

In addition, please see the KCI website for [Well-Being Resources for Families](#).

Public Health Information

We will continue to work closely with, and follow all, Public Health guidance around infectious disease, including COVID-19, pediculosis, and vaccinations.

Information will be communicated through the school website, using School-Day, or directly to affected families. You can also access The Region of Waterloo Public Health's [School Resources for COVID-19](#) for more information.

Register With School-Day

www.school-day.com

School-Day is an online portal that lets us share news and events and gives caregivers the ability to make payments and complete permission forms online. Please help us improve our communications and reduce the amount of paper by registering for School-Day today!

KCI Cell Phone & Other Mobile Device Policy

From the Ministry of Education:

In May 2024, Ontario's Ministry of Education [announced new rules on cellphones and other mobile devices in schools](#). At KCI, we care about you and the ultimate goal of this policy is to reduce distractions as we support an effective and healthy learning environment.

Cell Phone and Other Mobile Device Policy Details:

Cellphones and other mobile devices must be powered off (or set to silent mode) and placed out of sight (ex. in your locker, purse/bag, or backpack) during class time in classrooms, hallways, stairways, washrooms, etc.

Limited Exceptions:

- for educational purposes, as explicitly directed to you by an educator;
- for health and medical purposes (ex. diabetes app);
- to support special education needs (ex. assistive technology).

Cell phones and other mobile devices are permitted during the following times of the school day:

- before the first morning bell (before 8:20 AM)
- lunch time (ex. 10:55 AM - 11:55 AM)
- after school (after 2:30 PM)
- between classes
- designated spaces (indicated on your student timetable)

Supporting students as we work to reduce distractions and support an effective and healthy learning environment:

As a way to empower learning in the classroom, KCI will be implementing the following progressive process:

- **Step 1:** Teacher works with student to find a solution to address problematic cell phone and/or other mobile device usage.
- **Step 2:** Teacher works with student and parent/guardian/caregiver to find a solution to address problematic cell phone and/or other mobile device usage.
- **Step 3:** Teacher sends student to the office to work with their VP about problematic cell phone and/or other mobile device usage in class. Parent/guardian/caregivers will also be contacted directly by the VP. The student may be sent back to class and the cell phone and/or other mobile device remains in their possession, powered off (or set to silent mode) and placed out of sight (ex. in your locker, purse/bag, or backpack) during class time.
- **Step 4:** The student is sent to the office and relinquishes their cell phone and/or other mobile device. It will be stored in the main office for the remainder of the day. The student may be sent back to class without the cell phone and/or other mobile device. Parent/guardian/caregiver will be notified that the student has lost the use of their cell phone and/or mobile device for the remainder of the day.

What parents/guardians/caregivers/families can do:

Parents/guardians/caregivers/families are asked to please refrain from texting, messaging or calling your student during class time. If parents/guardians/caregivers/families need to reach their student during class time, they can do so by calling the main office at 519-745-6851 or by emailing their message to kci@wrdsb.ca.

Parents/guardians/caregivers/families can teach your student(s) about a healthy balance of using technology by limiting screen time at home. You can also:

- read Media Smarts' [tips for managing your kids' screen time](#)
- explore [Centre for Addiction and Mental Health's \(CAMH\)](#) services and resources if you have concerns about your child's use of technology

If you have any questions, please reach out to an administrator at the school.

General Information

Student Drop-Off and Pick-Up

Students are encouraged to walk to school when possible and use the intersection traffic lights in front of/near the school, to cross King Street, Green Street and/or Park Street.

The only area available for student drop-off and pick-up is the lot in front of Don McLaren Arena (Green Street). All other lots must be kept clear.

Student Parking

The King Street parking lot and back parking lot behind the portables are for designated WRDSB vehicles only. Students who drive to school are to park in the overflow parking lot, accessible at King Street/Green Street intersections. There are a limited number of paid student parking passes accessible each day and/or each semester. Students must register their vehicles with the main office. Students driving in an unsafe manner on school property will be subject to school consequences.

Visitors to the School

Parents, guardians and other visitors to the school must report to the office upon arrival. It is the expectation that students report any unauthorized visitors to the school's administration.

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; the student will sign-out with their classroom teacher. Students who exhibit symptoms of illness are responsible for monitoring their health and going home if required. 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.

Dress Code

Kitchener-Waterloo Collegiate and Vocational School recognizes that students have the right to express themselves and dress comfortably without fear of discrimination. Contributing to a positive learning environment should be your top priority in choosing what to wear. Please review the [WRDSB Student Dress Policy](#) for more information.

Arena Property

The City of Kitchener has indicated that the Don McLaren Arena property (front, sides, behind) is out of bounds for KCI students at all times, except for student drop-off and pick-up.

Health and Safety Information

Smoking and Vaping

No smoking or vaping (use of e-cigarettes) in the school building, on school property, or within 20 metres of school property; it's the law. Students are not to be in possession of vaping and/or smoking paraphernalia on school property. Vaping and/or smoking paraphernalia will be confiscated if found on school property. Failure to adhere to this rule may result in a school suspension and may result in a fine issued by the Waterloo Region By-Law Office.

Plan of Care

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. Parents / guardians should ensure that a Plan of Care form is completed for students with serious medical conditions, such as asthma or epilepsy, to ensure their child's safety at school.

Hallways and Stairwells

All hallways and stairways must be kept clear and are OUT OF BOUNDS during classes. The library and cafeteria are available for student use during the school day (during a student's spare).

There is to be no congregating in hallways, stairways, common spaces, or washrooms that impedes the use of these spaces by others. Students may not sit, eat lunch, or congregate in any stairwell of the school at any time.

Personal Belongings and Lockers

Lockers will be available for student use. Students 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 strive to bring a "litterless" lunch or snack with them to school. Cafeteria food service is not available at the school. Vending machines provide some limited snack and drink options.

Students that opt to purchase lunch at local stores and restaurants must behave appropriately and ensure that any garbage is placed in the garbage and recycling containers.

Water Fountains and Bottle Fillers

Students are encouraged to bring their own refillable water bottles. No-touch, bottle-filling stations can be used to fill water bottles; there are several stations located throughout KCI.

KCI Athletics Code of Conduct

This Athletic Code of Conduct is applicable to any KCI student who tries out and subsequently takes on the role of student athlete, coach, official, photographer or manager. Reference to “students” or “team members” indicates anyone who is in one of the previously outlined roles.

CONDUCT: Team members represent the entire KCI community and must conduct themselves as suitable ambassadors for our school at all times. All students are responsible to the Principal and the KCI community for their conduct at any school event including away games and tournaments. It is a privilege to be on a KCI team, not a right.

TRYOUTS: Athletes who choose to try out for our teams do so with the understanding that WCSSAA is a competitive league. Coaches will select team members based on a variety of factors: athletic ability, position needs, and commitment. Coaches’ team selection decisions are final and are not negotiable; however, athletes may request feedback if desired.

PLAY TIME: Equal play and/or play time in competition is not guaranteed nor promised to members of team sports. Similarly, relay teams for individual sports will be selected by coaches and are not guaranteed to all individual athletes. WCSSAA is a competitive league governed by Administrative Procedure 1700, available at www.wcssaa.ca.

ACADEMICS: Team members are expected to be conscientious students and good citizens of the school. School work missed because of athletic participation must be completed to the teacher’s satisfaction within agreed upon timelines. All students in Grades 9, 10, or 11 must be enrolled in a full-time program in order to be eligible to participate (A full course load is three courses).

SPORTSMANSHIP: KCI team members and spectators will, at all times, display good sportsmanship by showing respect when dealing with teammates, coaches, the opposition, officials and spectators.

TRANSPORTATION: Strict adherence to all school rules while on buses or visiting other schools is expected. All students must be transported in vehicles arranged by the school unless prior arrangements have been made through the coach and only if the appropriate paperwork has been completed and is on file.

FEES / UNIFORMS: All team members must pay the Student Activities Fee to help defray the cost of athletics to the student body. In addition, for each team that one is a member, there will be an athletic fee specific to that sport. Students must pay the fees prior to the first competition date or practice involving board-provided transportation in order to be eligible to participate. **Athletes who have outstanding fees will not be permitted to practice or play in the subsequent season.** School uniforms must be in good repair and washed upon their return. These uniforms are to be worn for team activities only, unless previously approved by coaches. Students who require fee support should speak to their coach or a Vice Principal to arrange for support prior to the season starting to make arrangements for support.

ATTENDANCE: In order to play on a specific game day, the team member **must be in attendance at school and in all classes.** If a student must be absent from school on a game day, they must validate that absence ahead of time through the coach and the appropriate Vice Principal. Players must participate fully in health and physical education classes on game days.

INJURIES: All injuries must be reported to the teacher-coach who will be responsible to complete a WRDSB Incident Report Form as soon as possible. The completed form **must** be submitted to the appropriate Vice Principal within 24 hours.

VALUABLES: Players are responsible for the safekeeping of their own personal equipment and valuables during all practices, games and/or field trips.

DRUGS / ALCOHOL: The consumption of drugs or alcohol is forbidden at any time, on any school premises, or at any school. Alcohol or drug consumption at any school-sponsored event may result in the student being removed from the team and consequences determined by the school administration.

SMOKING AND VAPING: Since smoking and vaping are not considered a good health practice, athletes are expected to refrain from smoking or vaping at least during the athletic season. Smoking or vaping at any school-sponsored event is strictly forbidden.

COMMITMENT: Athletes must follow through with their commitment to the team. It is unfair to teammates and coaches to leave a team during the season. It is also unfair to other aspiring players who have failed to earn a place on the team. As a consequence, any player who quits a team, or does not fulfill their commitment to a team, may be ineligible to play on a KCI school team for a period of up to one calendar year. Any absences by the athlete from practices and/or games must be discussed with the teacher-coach beforehand or as soon after the absence as possible. Excessive absences from classes, games and/or practices could result in the student being removed from the team. This situation will be reviewed by the student’s teachers, coach, the Head of Health and Physical Education and the administrator. If there is insufficient interest in a team resulting from poor practice attendance, poor effort and/or inappropriate attitude, the team will be subject to cancellation and will forfeit the remainder of the season.

Field Trip Code of Conduct: Day Trips & Overnight Trips

Field trips, whether for academics, activities, or athletics, are unique opportunities to enrich students' learning experiences. It is important for all students and parents to understand that when students travel off campus, they are subject to the WRDSB and KCI codes of conduct at all times.

All Trips

- Permission forms must be filled out in School-Day and fees must be paid prior to attending a trip.
- If it is school rule then it is a field trip rule.
- There is a zero tolerance for any use or possession of drugs, alcohol, vapes, or related paraphernalia.
- Students will not damage the properties they are visiting in any way.

Overnight Trips

- Students will stay in their own rooms after the assigned curfew time ('lights out').
- Students will not act in an inappropriate or offensive way to any fellow student, teacher or hotel staff member.
- Students will attend all required activities and be on time.
- By acting in accordance with these rules, students will model the qualities of an exemplary KCI student.
- Students will sign and adhere to any paperwork/guidelines required by the event they are attending.

Students and parents must understand that if this Code of Conduct is broken the KCI staff supervisor has the right to remove the student from the event immediately and **at the student's/family's expense, regardless of the location.** Parents will be informed and students will be sent home.

Support for Fees

Any student requiring financial assistance for field trip fees should speak to the staff member in charge of the trip or their Vice Principal to arrange support. Support is available for all students in need.

Academic Responsibilities

Students and their families have the right to consider whether they will attend a trip or remain at school. There are many opportunities for trips and events at KCI, but the responsibility rests with students to balance their time.

Hallway Citizenship

Same Floor

Students should strive to use the bathroom or water fountain on the same floor as their class when possible so that they can quickly and efficiently return to their classrooms. Students always have permission to access all-gender bathrooms on the first floor.

Bathroom Rights

Students have the right to use the bathroom safely and privately. Bathrooms are not gathering places to hang out.

Identification

For safety reasons, ALL students and visitors are required to identify themselves by first and last name to any staff member that works at KCI, when requested.

Out of Bounds

All hallways and stairways are out of bounds during class time. Students with a spare period who wish to remain in the school must be in the cafeteria or library.

Five Minute Limit

When using the bathroom or water fountain, students should strive to return to class within approximately five minutes. Staff members understand that there are times when students need longer (e.g. travelling inside from a portable, travelling to an all-gender bathroom).



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.
- Parent/guardian phone call or meeting.

See the school website for complete [Plagiarism and Academic Honesty](#) guidelines.

Fees and Assessment of Financial Needs

All learning materials essential for the completion of a program/credit are made available by the school at no cost to students. It is the policy of the WRDSB to acknowledge that students are entitled to an education that ensures they achieve their full potential through equitable and appropriate allocation of funds provided by the Ministry of Education. Enhanced educational opportunities for all students are made available through shared responsibilities with parents and guardians. Students/families requiring financial assistance should contact any staff member. The staff member will ensure that the student’s issue is dealt with in an appropriate, sensitive and confidential manner.

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](#).

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. Part-time status can be granted at the discretion of an administrator in special circumstances.

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.

Video and Audio Technology

Cell phones must never be used to take photos or videos on school property without a person’s knowledge and consent. This is a violation of privacy. Students who take unauthorized photos and/or videos of others will be subject to disciplinary action.

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.

Chromebook Concerns

Please see our In-School Technician for any Chromebook issues. The IST office is located beside the library.

The Process for Addressing Concerns

The WRDSB has a process in place for caregivers to address concerns they have about their child’s education. Please don’t hesitate to reach out to us at KCI so that we can provide support!

[Click here to review the steps families should take to address concerns](#)