

# KITCHENER-WATERLOO COLLEGIATE & VOCATIONAL SCHOOL



## 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



# STUDENT INFORMATION AND CODE OF CONDUCT

Revised: May 5, 2023

### KCI DAILY SCHEDULE 2022-2023

8:20 - 9:35	BLOCK A
9:35 - 9:40	TRAVEL TIME
9:40 - 10:55	BLOCK B
10:55 - 11:55	LUNCH
11:55 - 1:10	BLOCK C
1:10 - 1:15	TRAVEL TIME
1:15 - 2:30	BLOCK D

#### PRINCIPAL

Mr. Haid

#### VICE-PRINCIPALS

Ms. Fairhall ( Surnames A-F)  
Mr. Kline (Surnames G-N)  
Ms. LeBeau (Surnames O-Z)

#### OFFICE SUPERVISOR

Ms. Graves

#### GUIDANCE SECRETARY

Ms. McGowan 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 & V) x5526  
Ms. Kenning (S-U & W-Z) x5527

## Attendance

Students are expected to attend school every day. School starts at 8:20 am and ends at 2:30 pm. Students are encouraged to monitor their health and use the [COVID-19 Ontario School Screener](#) daily. Students who are not feeling well, or are experiencing symptoms of illness, must **not** attend school.

### 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](mailto:kci-attendance@wrdsb.ca)



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

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

### 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 parents will be contacted by the teacher.

## 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).

### 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. Students are expected to cross the roads safely by using crosswalks and follow the pedestrian signals and traffic lights.

### Behaviour on Social Media

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

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.

## 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.

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

School-Day is an online portal that lets us 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 by registering for School-Day today!

## 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.

School buses will be dropping-off and picking-up students along Green Street and in the drive-through lane at the back of the school near the portables. This laneway will be reserved for school buses only.

### Student Parking

The King Street parking lot and back parking lot 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 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.

### 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.

## Health and Safety Information

### 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.

### 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 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 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..

## 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.

### 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.

### Chromebook Concerns

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

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