

WCI Code of Conduct

Attendance and Punctuality Policy

Regular attendance and punctuality are key to your success and personal growth. Consistently being on time shows your commitment to your education and your responsibilities. Punctuality is more than just a routine; it's a crucial part of your journey towards success. Arriving on time signals to yourself and others that your education matters and that you are invested in your learning. Teachers and peers notice your punctuality, positively shaping their perception of your dedication and work ethic. Being on time ensures you don't miss important information or instructions, helping you start your day with a clear and focused mindset. Those extra minutes in the morning can set a positive tone for your entire day, fostering discipline and focus.

Poor attendance can significantly impact your overall performance. When you are frequently absent, teachers miss out on important conversations and observations that contribute to their assessment of your progress. These interactions are part of the triangulation process used to evaluate your understanding and skills. Therefore, maintaining regular attendance is crucial for your academic success and ensures you receive the full benefit of your educational experience.

Students must report to their assigned classes and cannot be given permission to remain at school but not attend class. At times students will be permitted to leave class to attend the washroom, guidance appointments or to seek assistance with other issues, but these departures are usually brief and they should not result in a student being marked absent.

Reporting Absences

- **Before an Absence:** If you know you'll be absent, your parent or guardian should call (519-884-9590) or email (wci-attendance@wrdsb.ca) the attendance office.
- **During the Day:** If you need to leave school during the day, sign out at the Main Office. If you're under 18, your parent or guardian must call or send a note.
- **After an Absence:** When you return, your parent or guardian should call or email the attendance office to confirm the absence.

Valid Reasons for Absence

- Illness
- Medical or dental appointments
- Funerals
- School activities
- Religious holidays
- Parent-approved reasons

Extended Absences

- If you'll be absent for 5 or more days, complete a "Temporary Student Withdrawal" form before you leave. Get this form from the attendance office.

Signing Out During the School Day

- If a student needs to leave during the day, they are asked to attend the office to sign out. They will need the permission of their parent or guardian (as indicated in the Aspen contact list) which can be provided ahead of time by emailing wci-attendance@wrdsb.ca or by calling and leaving a message on the attendance phone line 519-884-9590 and Press 1. If permission is not provided ahead of time, a school secretary will need to speak with the parent or guardian directly at one of the numbers previously provided to the school. Students must then immediately leave the school property.

Assessment & Evaluation

Our Approach to Assessment

At Waterloo Collegiate Institute, we believe that assessment and evaluation are essential parts of your school life. Our goal is to ensure that both teachers and students understand how achievements will be assessed and graded. The main purposes of assessment and evaluation are to improve student learning, inform professional judgments about student achievement, and report student results as a grade.

Why We Assess

We assess your work to:

- Help you learn better
- Inform teachers about your progress
- Provide grades that reflect your achievements

Our assessment methods follow the policies of the Ministry of Education and the WRDSB Board, ensuring fairness, transparency, and support for all students, including those with special education needs and those learning English or French.

Student Responsibilities

As a student, you are expected to:

- Attend and be punctual for all classes.
- Complete and submit your work on time.
- Communicate with teachers about your progress and any challenges you face.
- Take responsibility for your learning and seek help when needed.

Teacher Responsibilities

Teachers will:

- Provide clear expectations, grading schemes, and timelines.
- Use a variety of assessment methods to evaluate your progress.
- Offer feedback that is specific, meaningful, and timely.
- Help you develop self-assessment skills so you can monitor your own progress and set goals.

Parent and Guardian Involvement

Parents and guardians can support their child's success by:

- Monitoring their child's progress and communicating with teachers.
- Ensuring their child attends school regularly and on important assessment days.
- Helping their child set goals and manage their time effectively.

Full Disclosure

Full Disclosure is a policy from the Ministry of Education. It means that all courses attempted by students in grades 11 and 12 must be recorded on their Ontario Student Transcript. This policy does not apply to students in grades 9 or 10. Full Disclosure begins 5 instructional days after the first provincial report card is issued each semester.

Late and Missing Assignments/Assessments

At WCI, we believe that completing all assigned work is crucial for your learning and success. Demonstrating essential learning in each course is necessary to earn your credits.

If you miss or submit an assignment late, it can affect your ability to show your understanding of the material. We expect you to complete tests and presentations on the assigned dates. If you know in advance that you will be absent, inform your teacher ahead of time to arrange an alternative date.

Meeting deadlines is an important life skill that will help you succeed both in school and beyond. Developing good time management and organizational skills is a key part of your preparation for life after high school. We want every student to succeed and earn their credits by demonstrating their knowledge.

If you miss a due date, your teacher may give you a window of opportunity to complete the assessment. This might include referrals to the PAUSE room during lunch or your free period.

Teachers may accept late assignments to inform their professional judgment. However, after the window of opportunity, they are not required to formally mark and provide feedback on the late work.

Students are expected to:

- Complete quizzes and tests on the dates set by the teacher.
- Make up any work missed during an absence.
- Contact teachers about missed work when you return to class.
- Inform teachers ahead of time if you know you will be absent.
- Complete tests and hand in assignments missed upon your return to school as agreed with your teacher.

Examinations and Culminating Activities

“30% of a student’s grade will be based on a final evaluation, performance, essay and/or other method of evaluation suitable to the course content and administered near the end of the course.”

- Ministry of Education, *Growing Success: Assessment, Evaluation, and Reporting (2010)*

Formal exams are scheduled at specific times and must be taken on those dates. Large tests or in-class evaluations should follow the regular class schedule and should not disrupt other programs. It is important that all students complete their culminating activities and exams on the assigned dates.

Students who do not complete or write the final exam do not take advantage of the opportunity to provide recent evidence to verify or confirm their consistent level of performance at the end of a course. If a student does not provide some significant evidence in the form of writing a final exam or completing final evaluation components (e.g. assignment, lab, presentation, performance task, etc.), it may result in them earning a reduced grade and/or loss of credit based on the overall evidence as reflected in the term work and final evaluation components.

If a student is absent from an exam or culminating activity:

- Must communicate with their Vice-Principal
- There is no expectation that teachers will permit or create a make-up activity.
- The teacher will determine their final mark using their professional judgement.

Academic Integrity

At WCI, we uphold the highest standards of academic integrity. This means being honest and responsible in all your academic work. Cheating, plagiarism, and misuse of technology, including AI, undermine the educational process and the trust between students and educators. To maintain a fair and respectful academic environment, we expect all students to adhere to the following guidelines:

Cheating

- Cheating includes, but is not limited to, copying another student's work, using unauthorized materials during an evaluation, and obtaining or providing information about tests or assignments in an unethical manner.

Plagiarism

- Plagiarism is presenting someone else's work or ideas as your own, without proper citation. This includes copying text, images, or other media from the internet, books, or other sources without giving credit.
- To avoid plagiarism, always cite your sources and use quotation marks for direct quotes. If you're unsure how to properly cite a source, ask your teacher for guidance.

Use of AI in Academic Work

- The use of Artificial Intelligence (AI) tools, such as AI-generated text or content, must be clearly acknowledged and cited. Representing AI-generated work as your own original work is considered plagiarism.
- Students are encouraged to use AI responsibly and ethically. AI tools can be helpful for research, drafting, and idea generation, but they should not replace your own critical thinking and originality.
- Any use of AI in assignments or projects must be approved by your teacher and appropriately documented.

Consequences for Violations

- The first instance of academic dishonesty will require the student to complete an academic integrity learning module.
- Subsequent instances may result in suspensions and make the student ineligible for graduation awards.
- Teachers cannot consider work that does not demonstrate academic integrity in determining a student's mark. They will use their professional judgment to decide whether to accept a resubmission or use alternative evidence of learning to determine the overall mark.

By adhering to these principles, we ensure that all students have the opportunity to learn and succeed honestly. Academic integrity is essential for personal growth, trust within the school community, and the value of your educational achievements.

Chromebooks

The 1:1 Chromebook program at WCI is designed to enhance your learning experience by providing each student with a personal device. This program aims to ensure that all students have equal access to technology, enabling them to engage with digital resources and tools both in and out of the classroom.

General Guidelines

- **Agreement Form:** Students and parents need to complete and return the Chromebook 1:1 Agreement Form.
- **Daily Use:** Bring your Chromebook to school every day, fully charged.
- Students must follow the *Responsible Use Procedure*
- **Care and Maintenance:** You are responsible for taking care of your Chromebook. Report any damage or issues to the In-school Technician immediately. Do not take the Chromebook to any other place for repair.
- **Identification:** Temporary identification stickers on the device are allowed and encouraged.

Lost or Damaged Chromebooks

- **Reporting:** If your Chromebook is lost or damaged, report it right away.
- **Replacement:** The cost for replacing a Chromebook will be determined based on the circumstances of the loss or damage. Please consult the school for more details.

When Leaving WCI

- **Moving within WRDSB:** If you transfer to another WRDSB school, you can keep your Chromebook.
- **Leaving WRDSB or Graduating:** Return your Chromebook to the Guidance office as you would with any textbook or school equipment.

Community Expectations

At WCI, we believe in creating a positive and respectful environment where everyone can thrive. Our school community is built on mutual respect, responsibility, and cooperation. We expect all students to uphold these values, both within the school and in interactions with the wider community. By working together and respecting each other, we create a safe and supportive space for learning and personal growth.

Time Out of Class and Hallway Behavior

At WCI, we expect students to use their time out of class responsibly. Here are the guidelines for hallway behavior to ensure a smooth and respectful school environment:

Students are allowed to leave the classroom at the teacher's discretion and should limit their time out of class to no more than 5 minutes. Time out of class should not be used to meet with friends. Students should expect to be questioned by staff if they are in the halls during class time.

During class changes, students should not congregate in hallways or stairwells, as this can prevent the movement of other students. Move promptly to your next class to keep the hallways clear and accessible for everyone.

Bathroom Behavior and Breaks

At WCI, we expect all students to use the bathroom facilities responsibly and respectfully. To ensure a safe and comfortable environment for everyone, please follow these guidelines:

- **Respect Privacy:** Always respect the privacy of others. Do not invade the personal space of your peers.
- **No Congregating:** Do not use the bathrooms as a place to hang out or socialize. Finish your business promptly and return to your class.
- **No Cellphone Use:** Cellphone use is strictly prohibited in the bathrooms. This policy protects the privacy and comfort of all students.

Parking

At WCI, we provide designated parking areas for students. Parking on school property is a privilege, and we have established guidelines to ensure safety and order. All students who wish to park on school property must obtain a parking pass from the Main Office. This pass must be displayed in your vehicle at all times and must be returned at the end of the school year. Students are permitted to park in the lower lot on Hazel Street and the back row of the upper Hazel Street lot.

When parking at WCI, students are expected to:

- Drive safely and respectfully on school property.
- Follow all posted signs and instructions from school staff.
- Avoid parking in spaces reserved for staff or visitors.

Violations of the parking policy may result in the revocation of parking privileges. Vehicles parked without a valid pass may be ticketed or towed at the owner's expense.

By adhering to these guidelines, we ensure a safe and orderly environment for everyone at WCI.

WCI Neighbours

At WCI, we value our relationships with the surrounding community and believe in showing respect to our neighbours and their property. It is important for students to conduct themselves in a responsible and courteous manner, both on and off school grounds.

When visiting nearby areas, such as local businesses or the plaza, students are expected to follow all school rules and act according to the WCI Code of Conduct. This means:

- Respecting private property and not loitering on sidewalks or in front of homes and businesses.
- Being polite and courteous to community members and business owners.
- Avoiding disruptive behavior that could negatively impact our neighbours.

By maintaining respectful and positive behavior, we contribute to a harmonious relationship with our community and uphold the positive reputation of WCI.

Staying After School

At WCI, we encourage students to seek extra help from teachers and participate in after-school activities, including clubs, sports, and other extracurriculars. Engaging in these activities is a great way to develop new skills, make friends, and enhance your overall school experience.

If you stay on school premises after regular hours, you must be under the direct supervision of a teacher. This ensures your safety and helps you make the most of your time at school.

It is also important to plan your departure after the end of your activity. Arrange for transportation or make necessary plans to leave the school promptly once your activity or meeting is finished. This helps maintain a secure environment and ensures that all students are accounted for.

Visitors

At WCI, we prioritize the safety and security of our students and staff. To maintain a secure environment, we have established the following guidelines for visitors:

All visitors to the school, including board employees and administration-approved guests, must sign in at the Main Office upon arrival and obtain a Visitor Badge. This badge must be worn visibly at all times while on school premises. Students are not permitted to bring friends or relatives to school during instructional hours.

By following these procedures, we ensure a safe and orderly environment for everyone at WCI.

Cell Phones and Electronic Devices

The recent Ontario announcement highlights the importance of minimizing distractions in the classroom to enhance student focus and learning. At WCI, we are committed to maintaining an environment conducive to education and personal growth. Cell phones and electronic devices, while valuable tools, can interrupt focus and learning if not managed properly.

To address this, we have implemented a three-tier approach to the use of technology in school. Teachers can designate their classrooms as one of the following:

- **No Technology:** No devices are allowed during class time.
- **Board-Provided Technology Only:** Only school-provided devices are permitted.
- **All Technology:** Students may use personal devices with the teacher's permission.

Students must follow the direction of their teachers regarding technology use. This approach ensures that technology enhances rather than detracts from the learning experience.

By adhering to these guidelines, we create a focused, respectful, and effective learning environment for all students.

Smoking and Vaping

At WCI, we are committed to maintaining a healthy and safe environment for all students. Smoking, including e-cigarettes and vaping, is strictly prohibited on school property and at any school-sponsored events.

If you are caught smoking or vaping on school grounds, you may face disciplinary actions, which could include by-law enforcement and school consequences. Additionally, as a courtesy to our neighbors, we ask that students do not smoke or congregate on neighboring properties.

Lockers

At WCI, lockers are provided for students to securely store their belongings. Each student is assigned a specific locker and is responsible for its upkeep. It is important not to share your locker or lock combination with others. Always keep your locker locked with a combination lock and provide the combination to the Main Office.

Lockers are school property and should be kept clean and free of offensive or inappropriate materials. Any malfunctions or damages should be reported to the Main Office immediately. For security, store valuables and money in your locker; do not take them to classrooms or P.E. areas. Limit locker visits to before and after classes to avoid disruptions during the school day.

Since lockers are school property, the school administration has the right to search lockers if there is a reasonable suspicion of prohibited or dangerous items being stored inside. This ensures the safety and security of the school community.

By following these guidelines, we ensure that lockers remain a safe and organized space for all students.

School Discipline and Bullying

At WCI, we believe in creating a positive and inclusive school environment where everyone feels safe and respected. Our discipline policies promote good behavior and help students make responsible choices.

Progressive Discipline We use a progressive discipline approach, which includes a range of actions, supports, and consequences to encourage positive behavior. This approach provides learning opportunities to help students understand and improve their behavior. For students with special education or disability-related needs, interventions and supports are tailored to meet their specific requirements.

Bullying Prevention Bullying is not tolerated at WCI. We are committed to creating a safe, inclusive, and accepting environment for all students. Bullying includes physical, verbal, written, and cyber threats,

hurtful words, gossip, and intimidation. Everyone at WCI has the right to be safe, accepted, and included in all aspects of school life. Students are encouraged to report all incidents of bullying to an administrator.

Student Expectations Students are expected to:

- Follow school rules and policies.
- Respect others and school property.
- Participate in a safe and inclusive school community.

Consequences for Misbehavior

- **Suspensions:** May be imposed for behaviors such as threatening harm, possessing or using alcohol or drugs, swearing at authority figures, fighting, vandalism, bullying, or smoking/vaping on school property. These examples are not exhaustive. The Safe Schools Act provides categories for which suspension must be considered.
- **Expulsions:** May be considered for more severe behaviors, including possessing or using weapons, causing bodily harm, sexual assault, drug trafficking, and persistent bullying. These examples are not exhaustive. The Safe Schools Act outlines categories for which expulsion must be considered.

By adhering to these guidelines, we aim to create a school environment where every student can thrive and feel valued.

