

# TOGETHER AS ONE



## CAMERON HEIGHTS COLLEGIATE INSTITUTE

### General Information & Code of Conduct

301 Charles St. E.  
Kitchener, ON N2G 2P8  
(519) 578-8330  
chc.wrdsb.ca

**PRINCIPAL**  
Mr. D. Haid

**VICE-PRINCIPALS**  
Ms. E. Campbell (A - G)  
Mr. M. Green (H - O)  
Ms. A. Howlett (P - Z)

**OFFICE SUPERVISOR**  
Ms. J. Newton

**GUIDANCE SECRETARY**  
Ms. M. Jackson x5520

**GUIDANCE COUNSELLORS**  
Mr. N. Ramzan  
(Gr.11/12 IB:A - M, Cook - Gra)  
Mr. C. Stark  
(Gr.11/12 IB: N - Z)  
Mr. J. Randall  
(A - Con)  
Ms. L. Lewis-Milijasevic  
(Gre - McC)  
Ms. K. Waechter  
(McD - Sha)  
Ms. G. Little  
(She - Z)

**IB COORDINATOR**  
Mr. C. Stark

Cameron Heights Collegiate Institute's motto is "*Aonaibh Ri Chéile*" or "*Together as One*". As a diverse community and IB World School, CHCI proudly encourages a culture of empathy, civility, inclusivity, respect, and excellence. Together as one, we are committed to strengthening our caring community, to embracing diversity, and to fostering lifelong learning and global citizenship.

## ATTENDANCE

Regular school attendance is an important contributor to school success and is also a legal requirement. School starts at 8:15 am and ends at 2:25 pm. Students are expected to attend all assigned classes. All absences for students under the age of 18, must be approved by a parent or guardian. Students 18 years of age and older may validate their own absences. Main office hours are 7:30 am to 3:30 pm.

## REPORTING A STUDENT ABSENCE



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



Call 519-578-8330 press 1 for attendance



Send a note with your student to be dropped off at attendance office upon return to school

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

## LATE ARRIVALS

Students are expected to be in class **before** the bell rings. Students arriving late should go directly to their classroom and sign in with the teacher, where 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 caregivers will be contacted by the teacher and their vice principal will be informed.

## EARLY DEPARTURES

If a student needs to leave for a portion of the day (e.g., for an afternoon appointment), they must sign out in the main office, with appropriate permission from their parent/guardian before leaving.

## STUDENT DROP-OFF

**There is no student drop-off or pick-up in the CHCI parking lot, laneway, or roundabout.**

Please see the map below for some locations near CHCI that are good options for drop-off and pick-up. When crossing streets, students must cross at crosswalks. Crossing the ION tracks on Charles Street is both dangerous and illegal.



School buses drop students off and pick students up along Stirling Ave. Special education buses and taxis drop off and pick up in the CHCI parking lot.

Students are reminded of safe and appropriate behaviour on the school bus and when crossing streets and parking lots.

## BICYCLES

Bike racks are available for students riding their bikes to school. They leave their bike at their own risk.

## PARKING

**Student parking is not permitted in the Cameron Heights school or pool parking lot.**

If parking is necessary, limited public parking is available as indicated on the map.

## VISITORS TO CAMERON HEIGHTS

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

## DRESS CODE

Clothing choices should reflect CHCI's intent to foster an inclusive and welcoming learning environment that is safe for all and that embraces a diverse range of backgrounds and identities. Student attire, and conversations surrounding such, should not interfere with the health and safety of individuals nor should it contribute to the marginalization of any group.

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

## REGISTER ON THE SCHOOL WEBSITE & ON SCHOOL-DAY

Please subscribe to the CHCI website - <https://chc.wrdsb.ca> for the latest CHCI updates.

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 - [www.school-day.com](http://www.school-day.com). We encourage all families to create an account.



# RESPECT & RESPONSIBILITY



## CHCI Top Ten Tips for Success



01

ATTEND CLASS

02

BE ON TIME FOR  
CLASS

03

BE KIND AND  
RESPECTFUL TO  
YOUR CLASSMATES

04

BE KIND AND  
RESPECTFUL TO  
SCHOOL STAFF

05

TREAT THE  
BUILDING LIKE  
YOUR HOME

06

ASK FOR HELP  
(TEACHER, GUIDANCE, CYW,  
SOCIAL WORKER OR VP)

07

TRY YOUR BEST

08

GET INVOLVED

09

USE YOUR TIME  
WISELY

10

BE IN THE  
MOMENT

## BE RESPECTFUL TO OTHERS

### Positive Student Behaviour

All interactions between all members of the CHCI community - in-person, on social media, and online - should be positive in nature. This precludes the use of inappropriate, hurtful, discriminatory, threatening or demeaning language, comments, and actions.

Inappropriate comments and actions made in-person, on social media and online will be addressed by a staff member and progressive discipline will be followed.

### Resolving Peer Conflict

Members of the CHCI community will treat one another with dignity and respect at all times, especially when there is disagreement. They will seek assistance from staff, if necessary, to resolve conflict peacefully.

### Digital Citizenship

Any online behaviour that negatively impacts members of the school community is subject to the CHCI 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.

The use of the Cameron Heights Collegiate Institute (CHCI) name and/or 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 progressive discipline.

### Bullying

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 social media apps, e-mail, cell phones, text message, Internet websites or other technology).

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 can expect that their behaviour will be addressed by an administrator using progressive discipline, and may include police involvement, even if the bullying occurred off school property and outside of school hours.

## STANDARDS OF BEHAVIOUR

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).

# HEALTH & SAFETY INFORMATION

## 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, Social Worker, Guidance Counsellors or VPs.

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

## SMOKING & VAPING

As per the Smoke-Free Ontario Act, 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 legal authorities.

## ANAPHYLAXIS & 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.

## PERSONAL BELONGINGS & LOCKERS

- Whenever possible, leave your valuable items at home.
- Never leave your personal items unattended.
- You will be assigned a locker for your personal use.
- **Sharing lockers is not permitted.** Your locker is only as safe as you make it. Do not share your locker combination.
- Change rooms are NOT secure areas. Leave valuable items in your locker or at home.
- CHCI is not responsible for lost or stolen items.

## IN THE COMMUNITY

It is expected that all CHCI students will behave respectfully to all of our neighbours.

The following properties are out of bounds for CHCI students:

- The Edith MacIntosh Emergency Shelter
- Neighbouring houses, churches, and other private property

Students are expected to follow guidelines and instructions at the Kitchener Market, Tim Hortons, and surrounding businesses.

When crossing streets, students must cross at crosswalks. Crossing the ION tracks on Charles Street is both dangerous and illegal.

## HALLWAYS, STAIRWAYS, WASHROOMS

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 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.

## 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 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.

**Students are expected to be back in class and ready to learn before the third period bell at 11:50 am.**

## WATER FOUNTAINS & BOTTLE FILLERS

Students are encouraged to bring their own refillable water bottles. Bottle-filling stations are located throughout CHCI.

# ACADEMIC INFORMATION

## MISSED WORK

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 to make arrangements to complete the required work. Whenever possible, students will inform their teacher in advance of their absence.

Missing assignments for evaluation will be marked as incomplete. In determining a student's overall grade, the teacher will consider the number of assignments not handed in to the teacher as one of the factors, as well as most consistent and more recent achievement, in determining the degree to which the student has demonstrated achievement of the overall expectations.

For all IB courses, students are expected to meet the CHCI Internal Deadlines. Teachers need adequate time to review, assess, and authenticate the work before it is submitted to IB. There will be deadlines along the way and opportunities for students to demonstrate their process. The result of not meeting the Internal Deadline could be removal from the course.

## ACADEMIC INTEGRITY

It is vitally important for students to always act with academic integrity as it is an offence to commit academic malpractice, whether on purpose or by accident. Instances of malpractice include: plagiarism, duplication of work by reusing an earlier assignment, copying someone else's work, unauthorized use of AI and cheating on tests or exams.

Students who commit an academic offence will face one or more of the following:

- Re-doing part or all of the assessment under direct supervision or completing an alternate assignment
- Limited access to school awards and scholarships
- Parent/guardian phone call or meeting

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

## INTERNATIONAL BACCALAUREATE (IB)

As outlined in the [CHCI IB Academic Integrity Policy](#), if malpractice is suspected on an IB assessment task after the candidate has signed the cover sheet, the incident will be reported to the IB for investigation. Malpractice during an IB exam will also be reported.

IBO's final award committee will review each case regarding suspected malpractice and then decide to either uphold or dismiss the allegation. If academic misconduct is determined:

1. No grade will be awarded in the subject concerned;
2. In the case of a DP candidate, no diploma will be awarded to the candidate.

See the CHCI website for further information:  
<https://chc.wrdsb.ca/ib/>

## END OF SEMESTER EVALUATIONS

Students are expected to complete all parts of a course's final evaluation. If a student does not provide some significant evidence in the form of the final evaluation it may result in the student attaining a reduced grade and/or loss of credit based on the overall evidence as reflected in the term work and final evaluation components.

## FEES & FINANCIAL NEEDS

All learning materials essential for the completion of a program/credit are made available by the school at no cost to the student. It is the policy of the WRDSB to acknowledge that students are entitled to an education that ensure 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.

## 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/guardian permission) to take three credits in a semester and have a "spare" period. Students are required to either leave school or stay in the library or cafeteria during their spare. Part-time status can be granted at the discretion of an administrator in special circumstances.

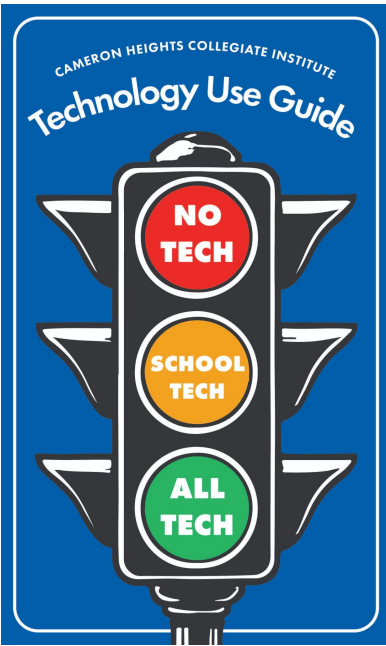
## FULL DISCLOSURE

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.

# CELL PHONE & TECHNOLOGY INFORMATION

## TECHNOLOGY USE

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



At CHCI, the use of cell phones is not permitted during learning time, unless the classroom teacher allows them for instructional purposes.

Teachers can use this poster to indicate what type of technology is permitted at any given time in the classroom.

In circumstances where this is not followed, please refer to the following cell phone and device policy.

## CELL PHONE & DEVICE POLICY

### Cell Phone 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, if explicitly permitted by the educator;
- for health and medical purposes (ex. diabetes app);
- to support special education needs, as documented in the student's IEP.

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

- before the first morning bell (before 8:15 AM)
- lunch time (ex. 10:50 AM - 11:50 AM)
- after school (after 2:25 PM)
- between classes
- designated spaces (indicated on your timetable)

## USE OF SCHOOL DEVICES

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 in class or online, and students may be subject to progressive discipline. Please review the [WRDSB Responsible Use Procedure](#).

### 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, CHCI will use 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 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 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 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/families can do:

Parents/guardians/families are asked to please refrain from texting, messaging or calling your student during class time. If parents/guardians/families need to reach their student during class time, they can do so by calling the main office at 519-578-8330 or by emailing their message to [chc@wrdsb.ca](mailto:chc@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 [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.



# RIGHTS & RESPONSIBILITY

## Student Rights

- to be treated with dignity and respect
- to be provided with activities that are success-oriented and build on individual strengths
- to receive a quality education

## Student Responsibilities

### Students will:

- accept responsibility for their personal actions;
- demonstrate respect for self, and others, and for those in authority;
- fulfill expected academic obligations and honour timelines;
- be honest and demonstrate integrity in their academic work (refrain from plagiarism, cheating, etc.);
- come to school punctually each day, prepared and willing to learn;
- abide by the rules of the school, on school buses, and at other sites during school activities;
- dress in accordance with the school's policies regarding appropriate dress;
- use respectful language, free from profanity;
- work cooperatively with staff and other students;
- use free time responsibly; and
- refrain from bringing anything to school that compromises the safety of others.

## Staff Rights

- to be treated with dignity and respect
- to have a safe working environment
- to expect parents and students to be involved in creating a positive school environment

## Staff Responsibilities

### Administration will:

- take a leadership role in the daily operation of the school by demonstrating care and commitment to academic excellence and a safe teaching and learning environment;
- hold those under their care accountable for their actions and behaviour;
- empower students to be positive leaders in their school and community; and
- communicate meaningfully and on a regular basis with all members of the school's community.

### School staff will:

- serve as role models;
- maintain consistent standards of behaviour for all students;
- help students work to fulfill their potential, develop self-worth, and prepare them for the full responsibilities of citizenship;
- communicate regularly and meaningfully with parents/guardians;
- demonstrate respect for all students, staff, parents, volunteers, and members of the school community;
- empower students to be positive leaders in their school and foster a strong sense of community.

## Parent/Guardian Rights

- to be treated with dignity and respect
- to be heard and to have concerns addressed
- to communicate with the school

## Parent/Guardian Responsibilities

### Parents play an important role in the education of their children and can fulfill this responsibility by:

- helping their child be well rested, prepared and ready to learn;
- ensuring that their child attends school regularly and on time;
- promptly reporting their child's absence or late arrival;
- demonstrating respect for all students, staff, volunteers and members of the school community;
- supporting the efforts of school staff in maintaining a safe, caring and inclusive learning environment;
- showing an active interest in their child's school work and progress;
- communicating regularly with their child's school;
- assisting staff in dealing with disciplinary issues involving their child.

## 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 CHCI so that we can provide support!

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