



Kenner Collegiate and Vocational Institute STUDENT AND PARENT/GUARDIAN HANDBOOK

KENNER CVI WELCOMES YOU!

Welcome new and returning students and parent(s)/guardian(s) to Kenner CVI. Kenner CVI has a long tradition of excellence in academics, athletics and community outreach. It is our hope that you will take advantage of some of the many opportunities our school has to offer in order to enrich your time at KCVI. We are certain that the more you involve yourself in your school, the more rewarding your experience will be. You will be surprised at how quickly your time at high school goes by. Make the most of your time here to ensure your success in the future beyond high school. Consider this your invitation to become part of the Kenner Ram spirit.

Please take the time to familiarize yourself with the contents of this handbook and Code of Conduct as you will find much valuable information here that will aid you in being successful at Kenner CVI.

Bell Schedule – Kenner CVI

Period 1	8:35 a.m. - 9:50 a.m.
Period 2	9:55 a.m. - 11:10 a.m.
Lunch	11:10 a.m. - 12:05 p.m.
Period 3	12:05 p.m. - 1:20 p.m.
Period 4	1:25 p.m. - 2:40 p.m.

The Kenner Code of Conduct sets clear standards of behaviour for all members of the school community - students, staff, parents, community partners, volunteers and visitors - and is based on the Kawartha Pine Ridge District School Board (KPRDSB) Code of Conduct and the Provincial Code of Conduct. **The full Code of Conduct is available on KCVI website. This handbook provides an overview of student responsibilities; it does not replace the full Code of Conduct.**

STUDENT RESPONSIBILITIES:

- sign in and out through the main office, if they arrive late for school or have to leave school early;
- arrive on time for all classes;
- come to class prepared to work with all required materials, i.e., pen, pencil, paper, notebook, textbook, Phys. Ed. clothing, etc.;
- complete all homework and assignments on time and to the best of their ability;
- use PEDs, including cell phones during class (instructional) time, when given permission to do so by their teacher
- follow the 20/20 rule; students are not permitted to leave the classroom during the first 20 minutes or the last 20 minutes of class. Students **may** receive permission to leave the classroom at the discretion of the teacher during the middle 35 minutes of the period.
- show respect to all adult staff, visitors and fellow students, and respect property and rights of others
- bring food and/or drinks to class, as directed by the staff
- notify staff absent from class for any reason;
- exit the building by 3:00 pm unless they have a scheduled after-school activity

Safety is everyone's responsibility:

- Everyone in our school community is responsible for promoting safe, caring relationships that respect human dignity.
- Everyone is responsible for preventing harm.
- Students, staff, volunteers, parents and guardians have additional responsibilities unique to their roles.

We value one another and treat each other with respect and dignity. We educate our students to be caring, responsible community members who protect everyone's physical, social, academic and emotional well-being. Everyone in the school community must:

- respect differences among people, their ideas, opinions, experiences and perspectives
- treat one another with dignity at all times, especially when they disagree
- respect and treat everyone fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, disability or language
- respect and comply with federal, provincial and municipal laws
- demonstrate the character attributes set out by the school board
- respect the rights of individuals and groups
- show proper care and regard for school and student property
- take appropriate measures to help one another
- address behaviours that are disrespectful, unwelcoming or that exclude anyone
- use non-violent means to resolve conflict
- dress appropriately with regard to exposure, cleanliness and message
- respect persons who are in a position of authority
- respect the common goal to work in a positive environment of learning and teaching.

Academic Assistance: Teachers are available by appointment, at your request, for assistance at lunch and after school.

Assemblies: Assemblies provide an essential opportunity to engage in the school community and to raise awareness. Assemblies are held on a regular basis. Students are expected to **attend** and **respect** visitors to our school assemblies. Only students signed out for approved reasons may miss the assembly. Some assemblies will be required to “make up” if a student is absent, such as Code of Conduct and Prom assemblies.

Assessment: Assessment and Evaluation will be used to support student learning and to provide information to students, teachers, parents and others about learning. The Kenner CVI follows the Kawartha Pine Ridge Policy ES 4.1 and Ministry direction as outlined in *Growing Success, 2010*.

Students who miss an assessment or evaluation must provide their teacher with a reason; communication from a parental/guardian, via a note, email or Edsby message is also requested. Where no reason or communication is provided, teachers will work in conjunction with the student, parent, and school administration to determine the next course of action. Our student success model is focused on completing all assessments and evaluations to the best of the student’s ability and the teacher wants to see evidence of growth and learning over time. If the student does not show evidence of work, and the assignment completion plan is not followed, a student may receive a mark of 0.

Students are responsible for material covered and work assigned when they are absent. If a student misses a major test for an approved reason, an alternative test will be written when the student returns to school. If the student has been away more than two days, the teacher will confer with the student to arrange an alternate test date. Suspended students may submit assignments and write tests on their return.

Attendance: Parents/guardians are encouraged to use the automated Student Absence Reporting System for student absences. Student absences must be for a limited number of reasons, such as illness, injury, music instruction (half day per week), family emergency or religious holiday.

A student who has signed out must leave the school premises immediately. A student may not be signed out from a class in order to do other class work such as studying for a test or completing an assignment; this is equivalent to a truancy. In accordance with the Safe Schools Policy, **the school must know where students are at all times. Students are not to leave the school until they have signed out at the main office.**

A student 18 years of age or older may assume responsibility for his or her own notes, but only for approved reasons (see above). “PERSONAL REASON” is **not** a valid excuse for an absence. Please note that this is a privilege that may be removed by the Principal or Vice-Principal, if abused.

Bus Discipline: Riding a school bus is a privilege, not a right. A student who does not respect bus safety and/or rules, who engages in misconduct, may lose the privilege of bus transportation.

Cars/Parking: There are a few first come first served spots for student parking at Kenner CVI, only available at the front of the building. Students who drive to school do so entirely at the owner's risk, and the school assumes no responsibility for vehicles. Unauthorized parking may result in a vehicle being ticketed and/or removed at the owner's expense.

Co-curricular activities: There is a wealth of research in education that points to enhanced success for those students who take part in activities offered by their school. Kenner CVI offers many exciting, fun, skill developing athletic and non-athletic co-curricular events. All students are invited to participate. Make the most of your time here in High School.

Eligibility for Athletics: In order to be eligible for inter-school athletics, a student must be taking a minimum of 3 credits each semester. In addition, they should be achieving curricular expectations and attending school regularly. If attendance or behavior does not meet the school's expectations, students may no longer be eligible for participation. The only exception to this rule, is for a student who has already achieved 25 or more credits at the start of the school year. In one semester only, that student may take 2 credits, providing they have 5 credits for the full year. Students wanting to participate in sports or clubs are required to purchase a SAC Pack. If there are extenuating circumstances which make paying for the cost difficult, please call the Principal for Vice-principal.

Dances: Students will not be permitted to access lockers. Students must check their bags, coats etc. and leave them in a secured location. No student will be readmitted to a dance once they have left the school building. Once a student is in the school, s/he must stay in the school until ready to leave. Parent pick-up is 10:00 p.m. You must attend school on the day of any dance. You may be denied entry to the dance, if you have missed school for an unexcused reason.

Dress: Students must dress in a manner that is appropriate to school activities with regard to exposure, cleanliness and/or message. During the playing of the National Anthem hats should be removed. Hoods may not be worn in the halls, as it poses a security concern.

What is deemed inappropriate rests with the Administration of the school.

The following actions may be used in the case of inappropriate dress:

- a change of clothing may be offered (if available and appropriate)
- an additional layer of clothing may be required
- offending words, slogans or images will be covered or the clothing turned inside out
- parent/guardian contacted to bring a change of clothing
- or a student may be sent home.

Entertainment Items: Radios, skateboards, roller blades, hacky sack, balls, etc. are not to be used within the school. No skateboarding or roller blades are to be used on school property. Students are asked to "walk" their bikes and carry their skateboards in/on school property. Failure to respect these rules may result in the item being confiscated for a period of time by an administrator. No water guns or other such toys are to be brought to the school as they contravene the school and board code of conduct.

Field Trip and Excursions:

In some courses there may be a charge to students to pay for travel costs, or special events. Field trips are wonderful extension opportunities to learn with peers.

If a student's attendance or behaviour has been deemed inappropriate, the student may not be allowed to participate on field trips. In the case of inappropriate student behaviour, costs rendered to the school to pay for the field trip may not be reimbursed. If there are extenuating circumstances which make paying for the cost difficult, please call the Principal for Vice-principal.

Guidance: This service is based on a "student request" system. Student may request a private interview with a counsellor to discuss academic progress, career or personal matters. Guidance counsellors will be visiting grade 9 students in September to explain how to arrange an appointment, as well as introduce them to the services that they can access. Parents/guardians are invited to consult with the Guidance and Career Education Department at any time by contacting the school at 705-743-2181. The guidance office is located off the main entrance lobby of the school (beside the main office).

The Guidance Department offers a wide variety of information for students wishing to explore career and educational possibilities. Counsellors work together with teachers and administration, students and parents/guardians to provide the student body with information necessary for making accurate and appropriate decisions.

Counsellors services at Kenner attempt to assist in:

- decision-making;
- developing good study habits;
- educational planning - selecting options, placement at the appropriate level, planning an educational future;
- personal counselling - issues interfering with academic progress, difficulty adjusting to high school, family problems.

School Board Counsellor Services: A Board Counsellor will provide counselling support for our students covering a wide range of topics including anger management, conflict resolution, family change, grief and loss, self-esteem, and social skills development. The Board Counsellor visits the school on a regular schedule. Students are referred to the Board Counsellor through administration and/or Guidance staff.

Additional Community Support: Kenner CVI can offer assistance/information to students/parents/guardians regarding Community Support Agencies through the main office, and the Guidance and Career Education Department. A sampling of these agencies includes, Kinark Child and Family Services, Alternatives, The Learning Disabilities Association, Children's Aid Society, FourCast Addiction and Counselling Services, and Peterborough Lakefield Police.

Inclement Weather: In the event of inclement weather, the school remains open and classes will occur as regularly scheduled and students are expected to attend, unless otherwise notified by STSCO or the Board (usually communicated via a media release).

Library: Students may borrow items for personal use from the library. The library is open each day starting at 8:30 a.m., where students may work quietly during non-scheduled time or after school (most days). Students are requested to return borrowed books PROMPTLY in order that other students may use them. It is an inviting and inclusive space for study and learning.

Lockers: All students will be issued lockers. Students are **not** to share lockers **or** give anyone their combination. A locker provides a place for books and articles of clothing when they are not being used. **Keep it locked.** A **Dudley combination lock** (with serial number on bottom) **must** be used, and the serial number and combination **must** be recorded at the main office. Key locks may not be used. Lockers are, and remain, the property of the Board at all times. Administration has the ability access and search at any time, with cause.

Profanity/Fighting: It is our goal to develop the self-esteem and self-worth of students at Kenner. Profanity and/or fighting are not permitted since they indicate a lack of self-regulation, self-discipline and respect for each other and jeopardize the safety and well-being of others. The violation of this policy may result in parent/guardian contact, suspension and, depending on circumstances, possibly expulsion.

Safe and Acceptable Use of the Internet: The Internet is an incredible informational tool in our world. However, the Internet has the potential to offer improper activities/sites that are at odds with an educational environment. Students and their parent/guardian must sign the Kawartha Pine Ridge District School Board's "Safe and Acceptable Use of the Internet" agreement in order for a student to have open access to the Internet.

Once the Acceptable Use form has been signed:

- use the Internet only to acquire appropriate academic materials;
- always use the Internet in keeping with all Federal and Provincial statutes and regulations;
- refrain from downloading illegally reproduced video or music files;
- refrain from using streaming video (or torrents software) other than those approved by a teacher for curricular purposes;
- appropriately site any materials downloaded from the Internet for assignment purposes, thereby avoiding plagiarism;
- access Internet "chat rooms" only as required by a teacher.

Smoking and the use of E-Cigarettes/Vapes: is not permitted on school property. Smoking and the use of e cigarettes/vapes on school property is an offense and fines may be issued.

Trespassing: The school property is private and unauthorized individuals may be charged with trespassing. Students and students from other schools are not permitted to be on the property of any other school other than their home school during the course of the school day. Safety is the school's highest priority.