

Forest Hill Collegiate Institute

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@ForestHillCI



Principal : Reiko Fuentes
Vice Principals : Anita Love
Joseph Ghassibe
Superintendent: John Chasty
Trustee: Shelley Laskin

Student Agenda Book 2020 ~ 2021

Updates to the information in this agenda book will be communicated to students and parents/guardians.

Student Name: _____

Daily Schedules

Regular Schedule Day				
	Day 1	Day 2	Day 3	Day 4
In Class Learning 8:45 – 12:30 p.m.	Class 1 Every other day		Class 2 Every other day	
Lunch / Travel 12:30 – 2:00 p.m.				
Live Virtual Learning @ home 2:00 – 3:15 p.m.	Class 2	Class 2	Class 1	Class 1

Staff Meeting / Early Dismissal Schedule				
	Day 1	Day 2	Day 3	Day 4
In Class Learning 8:45 – 12:05 p.m.	Class 1 Every other day		Class 2 Every other day	
Lunch / Travel 12:05 – 1:35 p.m.				
Live Virtual Learning @ home 1:35 – 2:35 p.m.	Class 2	Class 2	Class 1	Class 1

Forest Hill Collegiate Institute History

The original building was erected in 1948 by the Board of Education for the Village of Forest Hill. A total renovation of the school began in 1992 and the new building was completed in spring 1994.

Forest Hill Collegiate currently has an enrolment of approximately 1000 students and 65 teaching staff. It is a school with an undisputed reputation for academic excellence and a strong tradition of student participation and leadership.

Students participate in many extra-curricular activities in the fields of the arts, athletics and other diverse clubs/areas. At Forest Hill, we believe in supporting the interests and passions of every student.

Principal's Message

Welcome to the 2020~2021 school year at Forest Hill Collegiate. We face unprecedented challenges this year but we are very excited about reconnecting with our school community. We are a school steeped in tradition, but it is exciting to look at our plans through a new lens and see new possibilities for our staff and students.

This student agenda book outlines the policies and procedures at Forest Hill that are designed support the development of a warm, caring climate that values learning and focuses on individual student success. Students are encouraged to be self-reliant, resilient and advocate for themselves within our supportive school environment. Each student plays an important role in setting and maintaining a positive tone in our shared community, both in person and online.

We have updated the Student Agenda to try and reflect our new reality with COVID-19. We will continue to update content and share with the community as the need arises.

The staff join me in wishing you a memorable year! It is our hope that we can all work to build an equitable school environment which is safe, caring and welcoming for all.

Plan to make this year your best school year ever. Find a way to leave Forest Hill Collegiate a better place by contributing to the life of the community.



Reiko Fuentes, Principal



Goals of Forest Hill Collegiate

At Forest Hill Collegiate, students are encouraged to become critical thinkers and find ways to discover passion for learning. Students are expected to become involved members of the school community and help to create and maintain a positive learning environment for all.

Students are expected to:

- be productive and positive members of the school community, both in person and online;
- develop an appreciation for learning;
- strive for excellence in all areas of school life;
- treat all others with respect and care and actively work to address acts of discrimination;
- be responsible in matters such as attendance, punctuality and participation.

Teachers assist students to reach their goals by:

- creating welcoming classroom environments and a strong sense of community in the school;
- teaching the curriculum and evaluating student progress in such a way as to promote the mastery of skills and knowledge and in accordance with the policies in *Growing Success*, the provincial evaluation document;
- communicating with Parents/Guardians;
- providing mentorship and guidance to students as individuals and by offering extra help when needed.

Parents/Guardians support their children by:

- encouraging the student's consistent effort, regular attendance when healthy, punctuality and participation;
- reviewing student achievement as reported on Markbook printouts and provincial report cards;
- consistently reporting a student's absence with a reason;
- communicating with subject teachers and administration as necessary and meeting with teachers at Parent-Teacher Interview nights;
- encouraging participation in extra-curricular activities and supporting student-led school events.

Communication between school and families

Students and parent/guardians should regularly check the school website for information and updates.

Parent/guardians are asked to provide an email address as a means for us to communicate with them about school policies, practices and events.

We also use an auto-dialer to send attendance reports and whole-school announcements to the home phone number.

Education Act, R.R.O. 1990, REGULATION 298
OPERATION OF SCHOOLS — GENERAL
Requirements for Pupils

- 23.** (1) A pupil shall:
- (a) be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled;
 - (b) exercise self-discipline;
 - (c) accept such discipline as would be exercised by a kind, firm and judicious parent;
 - (d) attend classes punctually and regularly;
 - (e) be courteous to fellow pupils and obedient and courteous to teachers;
 - (f) be clean in person and habits;
 - (g) take such tests and examinations as are required by or under the Act or as may be directed by the Minister; and
 - (h) show respect for school property.

General Information for Students

Announcements

Announcements are read daily and are posted outside the main office for absent students. Don't miss out on events and opportunities in the school. Many of our school groups also have social media accounts that students can follow. Students can also sign in to the TDSB Connects App for announcements, calendar and important information.

Cafeteria

At this time, the cafeteria is closed.

Eligibility for School Awards

Students must have at least six courses on their FHCI timetable per year in order to be eligible for any school awards. Any special consideration requested must be discussed with the Principal at least 10 days before the selection process.

Fees

Fees are not charged for learning materials that are required for completion of the course curriculum (art and science supplies, workbooks, musical instruments)

Fees are required to cover the cost of enhancements to curriculum or for school events.

In the event that a fee causes a hardship, students and/or parents/guardians are urged to speak with a Guidance counsellor or a Vice Principal for assistance. Financial challenges will not prevent full participation in activities at FHCI.

Student Activity Fees

In 2020-2021, the school will not be charging a Student Activity Fee.

Parking

Students must apply to the main office for a pass to park on school property each quadmester. A limited number of parking passes are available on a first-come first-served basis from the Main Office. Students who have received a permit may park in the north lot on Mayfair Avenue only.

A student parking I.D. card must be displayed on the dashboard on the driver's side to avoid ticketing for unauthorized parking. The school is not responsible for theft or damage to vehicles parked on school property.

Priority will be given to full time students and to those living further from the school.

Photo Packages **details on Photos will be updated once they become available******

All students are expected to have their photo taken in the fall. Photo packages may be purchased at that time.

Graduation portraits will be taken during the first weeks of December. Sitting fees and details will be provided for students and parents.

Printing

The school will be making every effort to support the submission of digital copies of student work. Students are asked to be environmentally conscious when printing.

Posters/Flyers

Permission is required to post flyers and posters in and around the school. Students are asked to see an administrator prior to posting any materials. Special non-marking tape must be used and is available in the office. Fire safety rules prohibit posters and signs from being mounted in stairwells.

Resource Room (G44)

Students who need additional learning assistance have access to a variety of services provided in the Resource Room by the Special Education/Student Success teachers. Students interested in these services should speak to their counsellor, Vice-Principal or the ACL of Special Education.

Spare Periods

Students should not be at school on days other than their In-Class schedule. Students are expected to leave the school when dismissed at 12:30 p.m.

Textbooks, Cameras and Musical Instruments

Subject teachers will distribute all required textbooks and course equipment required by students. Teachers will keep a list detailing items issued and returned. Students must write their name in the textbooks for identification and retrieval if lost and found.

Students are expected to treat textbooks and other learning materials with care and to return the items issued to them upon request. Students are required to pay the full replacement cost of lost or damaged school equipment.

Valuables

The TDSB and Forest Hill Collegiate staff cannot be responsible for lost or stolen property. Valuable possessions and significant sums of money should *not* be brought to school nor left unattended in the school, cafeteria, lockers or Phys Ed change rooms. Students in Phys Ed classes are advised to store their valuables in the gym's secure storage area.

Student Expectations re. COVID-19

Physical Distancing

Hand sanitizer will be available upon entrance to the school and all students must hand sanitize when entering the school. Physical distancing measures will be expected and maintained as much as possible. Floors will be marked with stickers to designate traffic flow. Students will be expected to stay in their classrooms with the class cohort and large gatherings will not be permitted.

Self-Screening

With parent support, students are expected to complete a self-screening each day before leaving for school. If students feel unwell or have any symptoms of COVID-19, they should not attend school and should go to an assessment centre for testing. A parent/guardian must notify

the school of the absence. Individuals who have had close contact with anyone diagnosed with COVID-19 should also be assessed before returning to school.

Mask Wearing

All students are required to wear a face mask or reusable cloth mask while at school. This includes while they are in the halls, the classroom and the washroom. When outdoors for class breaks, if physical distancing is assured, students may temporarily remove their masks.

School Entrance and Exit

Students will be expected to enter through a designated door that is connected to their classroom location. The Entry Door list is available from the school website fhci.net. This will help to ensure less crowded halls and fewer student interactions. Students will be permitted to enter starting at 8:30 a.m. and will be expected to follow the directional arrows to get to their class for the day.

Only the front doors will remain open after 9:00 a.m. Students who arrive after this time should enter through the front doors. Students are to report directly to class where they will be signed in by their teacher. Notes excusing lateness can be given to the classroom teacher.

Upon dismissal, students will be expected to leave the building through their designated exit, which will be reinforced by their classroom teacher.

Emergency Procedures

Exiting the building for a fire drill – fire exits supercede hallway directional signs and designated exits. Drills will be conducted, however physical distancing will be prioritized over timely exit of the building.

Forest Hill C.I. – Code of Conduct

Students, parent/guardians, teaching and support staff have the right to be safe and to feel safe in their school community. With this right comes the responsibility and accountability for actions that put the safety of others or oneself at risk. Everyone — school staff, parents/guardians, students and the wider community — has a role to play in creating a positive school climate and preventing inappropriate behaviour. If you see concerning behaviour, talk to an adult.

Students at FHCI are expected to:

- Be cooperative and respectful of each other
- Be responsible, attend all scheduled classes
- Be on time and prepared for class
- Be intolerant of aggressive, violent or bullying behaviour
- Refrain from any discriminatory behaviour including but not limited to the use of racist, sexist or homophobic language
- Not use or be in possession of alcohol, drugs or e-cigarettes on school property or at school-related activities
- Not carry weapons (including replicas) on school property or at school-related activities
- Treat school property and the possessions of others with respect
- Dress appropriately for school

Electronic posting or transmission of comments, discussions, photographs or images which are known or should reasonably be known to be hurtful to a member of the FHCI community is not acceptable and will be addressed.

Many opportunities exist for positive, constructive resolution of conflict between members of the FHCI community through mediation or through consultation with teachers, guidance counselors, the Vice Principals or the Principal.

If the Code of Conduct is not followed, realistic progressive consequences will follow. Consequences may include contact with parent/guardians, detentions, behaviour contract and/or interviews with the administration. More serious or repeated violations carry penalties as outlined in the TDSB chart of consequences.

Assemblies

The school will not be holding face to face assemblies in 2020-2021. We will look to create virtual recognitions and opportunities to highlight significant events and celebrations for our students.

Computer Use

The TDSB *Code of On-Line Conduct* is printed in the common pages of this agenda book. Students are responsible for knowing and following the policy. A complete copy of the TDSB Policy is available from our website.

FHCI computers are limited in number and are available for student use relative to course expectations. Websites such as *Netflix*, *Facebook* and *YouTube* are not to be accessed from school computers without permission from the classroom teacher.

Students who do not comply with the TDSB and FHCI computer usage policies will have their school accounts suspended and may face further consequences.

Horseplay, Play Fighting, Play Intimidation, Fighting

Behaviours described as horseplay, play fighting and play intimidation are prohibited in school and on school property.

If an interchange between or among students is perceived by staff as antagonistic, it will be dealt with as such. The excuse of, "We were only joking," is not acceptable. Fighting, whether agreed upon or not, is not acceptable.

Identification

Students must identify themselves by their full name when asked by any member of staff. Staff includes caretakers, hall monitor, office staff, support staff, teachers, TDSB security personnel, Vice Principals and Principal. They must give the name they are commonly called by their classroom teachers. No exceptions apply to this requirement of students.

Lockers

Lockers will not be assigned in 2020-2021.

Off-Site Events

Many students take part in events that are sponsored by the school and supervised by school staff. Field trips, sports events, competitions, dances, prom and concerts are a few examples of events that our staff and students participate in each year.

Students at these events are governed by the same school and board policies that apply during regular school hours. Policies regarding alcohol and drugs apply before and during all school-sponsored events even if a student is of legal age.

Students will be asked to leave a school event and can expect further discipline if found contravening school and/or board rules.

A student who comes to a school event under the influence of drugs or alcohol, or uses alcohol or drugs during a school event, will not be permitted to attend another school event for six months and will be subject to other consequences.

Personal Electronic Devices (PEDs)

Students may possess PEDs (cell phones, laptops, iPods etc.) while on school property. *The school assumes no responsibility for the loss or damage of PEDs.* Teachers must be able to teach and assist students, and students must be able to learn, in an environment free of distraction and interruption.

The Toronto District School Board policy regarding personal electronic devices (cell phone, laptop, iPod, video camera, electronic tablets) states:

- Personal electronic devices may be used during instructional class time for educational purposes, *if permitted by the teacher*
- Personal electronic devices may be used outside of instructional class time, so long as the use of these devices does *not* distract from instructional class time, extracurricular activities or co-curricular activities.

The PED must be set to silent or turned off and placed out of view during classes, on excursions and at all extra-curricular and school related activities. The teacher may grant a student permission to use a PED.

If cell phone use interferes with instruction, the administration will become involved and parents will be notified.

Student achievement is enhanced by maximizing uninterrupted in-class time. Students will not be excused from class to use a personal electronic device. If there is a critical need for communication between a student and family, please consult the main office for assistance. Main office staff will facilitate emergency contact.

Exams: No personal electronic devices may be used in examination rooms. Students are not allowed to use electronic dictionaries during examinations unless specific permission is given.

Personal electronics in a lockdown: A lockdown in a school is an emergency situation. It is

natural that students and staff may want to communicate during these times; however, the safety of the community is our priority. The sound, light and EMR that is generated by PEDs can jeopardize student and staff safety in an emergency situation.

Cell phones are not to be used during a lockdown as they additionally can create a communication barrier for emergency personnel. In an emergency, the office will provide full and immediate electronic communication to students, staff and parents/guardians as permitted.

Expectation of Privacy: Recording, electronic transmission, or posting of photographic images of any person on school property, at school events, and during school activities and/or hours, is prohibited without the permission of:

- 1) the person or persons being photographed;
- 2) the Principal or designate; and
- 3) where the student is below the age of 18 years, the consent of the parent/guardian.

Private Property

Forest Hill Collegiate Institute is surrounded by private property. Students do not have the right to be on private property without the permission of the owner. This applies to the grounds of the Forest Hill Public Library. Please obey the "No Loitering" signs posted at the library.

Smoking & Vaping

Smoking any substance or holding e-cigarettes/ vaporizers/lighted tobacco is not allowed on school property. School property extends to the sidewalk on all sides of the school. Those who smoke on school property will be subject to a fine under the Smoke Free Ontario Act. Smoking is also prohibited on the Forest Hill Public Library property, as indicated by their signs.

Visitors

Persons not registered at FHCI are not permitted on property. FHCI students should not bring friends to school. Special circumstances may be discussed with a Vice Principal. Visitors with a legitimate purpose must report directly to the Main Office.

Dress Code

The school is a shared learning and working environment that is safe, equitable, welcoming and inclusive. As a school we recognize that decisions about dress reflect individual expression of identity, socio-cultural norms, and economic factors which influence student's health and well-being. Students may attend school and school-related functions in dress of their choice that conforms to system standards that respect the Board's intent to sustain a community that is positive, anti-oppressive, equitable, accepting and inclusive of a diverse range of social and cultural identities.

Articles of clothing that display logos or slogans containing inappropriate language, that do not comply with the TDSB Caring and Safe School policy are **not permitted in the building**.

Read the complete Student Dress Policy (P042), including the system standards, at www.tdsb.on.ca/High-School/Your-School-Day/Student-Dress.

- Students participating in Physical Education classes and/or sports activities are to comply with the requirements of the Physical and Health Education Program and coaches.
- Students who are engaged in musical performances must comply with the dress requirements of the Music Program.
- Specific clothing restrictions may be enforced in science laboratories during experiments. Students are expected to comply with teacher instructions.

School Attendance Procedures

A strong relationship exists between student attendance and students' achievement. It is the school's expectation that, when healthy, students are in attendance for their in-person classes. Students are expected to attend and participate in virtual classes – attendance will be taken and recorded. Students are expected to complete assigned asynchronous work in a timely fashion from home.

Students are expected to be in their classroom *before* the national anthem is played at the start of the school day and to be in the virtual learning space at the start of the virtual class (2:00 p.m.) whenever possible.

Students are expected to remain in each class until the teacher dismisses them at the bell.

Reporting Student Absences

Reasons for student absences are recorded on the student's attendance profile as required by the Ministry of Education. The following absences are considered legitimate *only* if they are documented by the parent/guardian via email, phone call or note:

- Illness (this is of particular importance at this time)
- Religious holy day (noted as 'G-Day' on attendance record and not included in absence total)
- Death of a relative or friend
- Required court and/or immigration appearances
- Medical appointment (Students are encouraged to make their appointments outside class time.)
- School-authorized field trip (noted as 'excused')
- Participation on a school team (noted as 'excused')
- Rehearsals - drama, music, authorized by Teacher/Staff Sponsor with advance notice to teachers (noted as 'excused')
- Assigned duties of Student Leadership Groups (noted as 'excused')

Other activities scheduled by or for the student during school days are *not* considered a legitimate absence. Every effort should be made to avoid scheduling other activities during school time. Holiday dates are published in this agenda book and on the TDSB website, www.tdsb.on.ca

An absence that is *not* categorized as 'legitimate' may have a negative impact on a student's final mark if evaluations are scheduled during the period of non-legitimate absence. Consult with your Vice-Principal *before* scheduling other activities to determine if an evaluation will be missed and the potential impact on the final mark.

It is the student's responsibility to obtain and complete any work missed during any absence. Missed work will be made available through the online classroom platform.

Students absent from in-person classes due to illness are expected to participate in virtual classes and to complete asynchronous assigned work if they are well enough. Missed work from the in-person class will be shared with absent student through the online learning platform. Students unable to participate/complete work should communicate their needs to their teachers.

If you are going to be away more than five consecutive days for a planned absence, you must complete a form from the main office prior to the absence.

Holy Days

When a major holy day falls on a school day, the school will remain open and teachers will conduct their classes as planned.

- Students who are *not* observing the holy day are required to attend classes
- Classes will continue and lessons will be taught according to the teacher's schedule
- No evaluations will be scheduled, nor will any assignments be due on or the day after major holy days

If a student is absent for a holy day, and an email, note or phone call of explanation must be provided by the parent/guardian, then the missed classes do not count in the student's absence total. Accommodations for absences will be made for students of all religious affiliations.

Absence Procedures

What do I do if...I am absent from school?

Parents/guardians are asked to phone the school and leave a message about the absence. Please call 416-393-1860 ext. 1 to report absences. Parents/guardians may also e-mail foresthill.ci@tdsb.on.ca to report the absence. ***Due to COVID-19 we ask that paper notes be avoided.***

If the school is not notified of a student's absence in advance, an automated dialer will call parents/guardians. Parents/guardians are asked to contact the school to share the reason for absence.

- In all circumstances, it is the student's responsibility to communicate directly with the teacher, *in advance*, concerning any event that will prevent the student from attending a class.
- Depending on the circumstances for the absence, the student *may* have the opportunity to complete evaluations missed during an absence. This opportunity will be given at the teacher's discretion.

If no prior notification is provided by email or phone call for an absence, the teacher will ask the student to have their parent contact the school upon return from an absence.

What do I do if...I am late for school?

Students are expected to be on time for class. Students arriving late for class should head directly to class. They will sign in with their classroom teacher. If a student arrives more than 15 minutes late (9:00 a.m.) they will then need to enter the school through the Main Doors and go directly to class. Teachers will sign you in directly.

What do I do if...I want to sign out during the day?

Every student leaving school early must sign out in the main office before leaving the school. If the student does not have a note, the student *must* contact the parent/guardian directly from the main office prior to leaving.

A student who becomes unwell during school hours is expected to notify their teacher that they are not feeling well. The teacher will notify the office and the student will be accompanied to our Wellness room. The Office will contact the parent/guardian to arrange for pick up. It is crucial that the school have current and complete contact information for parents/guardians at all times.

What do I do if...I am returning from an appointment?

When you return from an appointment during the school day, you must enter through the front door and go directly to class. Students should bring a note for their teacher if a parent/guardian has not notified the school via email.

Persistent Absences

If a student has excessive absences, the Vice Principal will meet with the student and his/her parent/guardian to determine how to support improved attendance.

The Ministry of Education states students who miss 15 classes in a row, without notification to the office, must be demitted from their course.

Absence from a Culminating Activity Evaluation

Culminating Activities are completed during the last weeks of classes and are part of the student's 30% end-of-course mark. Culminating activities and examinations carry the same importance and the same attendance requirement. Thus, attendance during culminating activities is mandatory.

Culminating activity dates and times for all courses are set out in the schedule which is distributed to students and parents/guardians on the school's website (www.fhci.net). Dates for evaluation of culminating activities will not change. Consult with your teacher before scheduling activities to determine if an evaluation will be missed and the potential impact on the final mark. Some courses have culminating activities that take place over several days.

Students are urged to check their Culminating Activity schedule carefully.

If a student misses a scheduled performance/presentation Culminating Activity without a legitimate reason, the student will receive a mark of "0".

A student who does not meet the deadline for submission of a Culminating Activity may have a mark deduction imposed. A student who misses the absolute deadline, will receive a mark of "0".

If a student is too sick to complete a Culminating Activity, the parent/guardian is asked to contact the school as soon as possible. The parent/guardian will be given the FHCI 'Missed Evaluation' form to be completed by a medical doctor and submitted within two days of the missed culminating activity.

If satisfactory documentation of the illness is provided on the missed evaluation form, the Culminating Activity will be rescheduled. Otherwise, the student will receive a mark of '0' for that missed evaluation.

Absence from a final examination

Exam days—two days at the end of each Quadmester are shown in the school Google calendar. Specific exam dates and times for all courses are set out in the exam schedule which is distributed to students and parents/guardians. **We are not able to accommodate any changes to the exam schedule nor requests to write an exam at a date/time other than the scheduled date/time shown.**

Do not schedule activities on documented exam days. Missing an exam will have an impact on a student's final mark.

If a student is too sick to write a final exam, the parent/guardian must contact the school before the exam, obtain the FHCI 'Missed Evaluation' form to be completed by a medical doctor (TBD), and submit it on the day of the missed exam. Instructions are also provided with the examination schedule.

If satisfactory documentation of the illness is provided on the missed evaluation form, it will be decided by the Administration in consultation with the subject teacher when an alternate evaluation will be written, if required.

Extenuating circumstances (death in the family, court dates etc.) warrant communication with the appropriate Vice Principal. Vacations, summer jobs and scheduled appointments are not appropriate reasons to miss an exam and will result in a mark of "0".

Students are urged to check their exam schedule carefully. If a student misses an exam because of misreading a schedule, the student will receive a mark of "0".