

CODE OF CONDUCT FOR STUDENTS

(MINISTRY OF EDUCATION)

A school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

The Ontario Code of Conduct sets clear provincial standards of behaviour. It specifies the mandatory consequences for student actions that do not comply with these standards. The provincial standards of behaviour apply not only to students, but also to all individuals involved in the publicly funded school system – parents or guardians, volunteers, teachers and other staff members – whether they are on school property, on school buses or at school-authorized events or activities.

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn
- shows respect for him/her/oneself, for others and for those in authority
- refrains from bringing anything to school that may compromise the safety of others
- follows the established rules and takes responsibility for his/her/their own actions

Standards of Behaviour

All school members must:

- respect and comply with all applicable federal, provincial and municipal laws
- demonstrate honesty and integrity
- respect differences in people, their ideas and opinions
- treat one another with dignity and respect at all times and especially when there is a disagreement
- respect and treat others fairly regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability
- respect the rights of others
- show proper care and regard for school property and the property of others
- take appropriate measures to help those in need
- respect persons who are in a position of authority
- respect the need of others to work in an environment of learning and teaching

Physical Safety

All school members must:

- not be in possession of any weapons, including but not limited to firearms
- not use any object to threaten or intimidate another person
- not cause injury to any person with an object
- not be in possession of, or under the influence of, or provide others with alcohol or illegal drugs
- not inflict or encourage others to inflict bodily harm on another person
- seek staff assistance, if necessary, to resolve conflict peacefully

Mandatory Consequences

Police will be involved, as indicated by police/school protocol, and the student will be immediately suspended and proceed to an **expulsion** hearing for the following:

- possession of a weapon, including but not limited to firearms
- trafficking in drugs or weapons
- robbery
- use of a weapon to cause bodily harm or to threaten serious harm
- physical assault causing bodily harm requiring professional medical treatment
- sexual assault
- providing alcohol to minors

Immediate Suspension will be the minimum penalty faced by a student for:

- uttering a threat to inflict serious bodily harm
- possession of prohibited substances
- acts of vandalism causing extensive damage to school property located on school premises

In these instances, police will be involved, as required, and conditions to return to school will be specified in accordance with school board policies.

A student will be immediately suspended for:

- swearing at a teacher or other person in authority
- being in possession of alcohol or illegal drugs
- being under the influence of alcohol or illegal drugs

Suspensions and Expulsions

With the passing of the Safe Schools Act (June 2000), the Ministry of Education’s new legislation for safe schools enforces mandatory suspensions ranging from one to 20 days for the following offences:

M - Ministry mandated

Threats Injury	M
Pos. Alcohol	M
Use Alcohol/Drugs	M
Verbal Abuse	M
Vandalism	M
Bullying	M
Medical/Immunization	M
Possess Weapon	M
Use of Weapons	M
Phys. Assault	M
Sexual Assault	M
Traffic	M
Robbery	M
Minor Alcohol	M
Bullying	M
Bullying-306(1)	M
ASP	B
Attendance	B
Classroom	B
Code of Conduct	B

B - Board mandated

Uttering a threat to inflict serious bodily harm on another person
Possessing alcohol, illegal and/or restricted drugs
Being under the influence of alcohol and/or illegal drugs.
Swearing at a teacher or at another person in a position of authority.
Committing an act of vandalism that causes extensive damage to school property at the pupil’s school or to property located on the premises of the pupil’s school.
Bullying
Medical/Immunization
Possessing a weapon, including possessing a firearm.
Using a weapon to cause or to threaten bodily harm to another person.
Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
Committing a sexual assault.
Trafficking in weapons or in illegal drugs.
Committing robbery
Giving alcohol to a minor.
Bullying - Previous suspension/risk to others
Bullying motivated by Prejudice/Bias/Hate
Alternate Suspension Program
Attendance
Inappropriate Classroom Behaviour
Code of Conduct Violation

SCHOOL POLICIES

ACCEPTING SCHOOLS ACT (2012) – Bill 13

The Waterloo Region District School Board has specific policy statements on Race and Ethno cultural and Sexual discrimination and Harassment and includes such harassment as part of its Statement on Non-tolerance. In principle, the Board does not tolerate harassment and bullying in any form by or against any of its students or staff. All students have the right to be educated in an environment that is free from any forms of bullying, harassment or discrimination.

Bullying is defined as repeated behaviour by an individual where the behaviour is intended, or the individual ought to know that the behaviour would be likely to have that effect of,

- Causing fear or distress to another individual, including physical, psychological, social or academic harm to the person’s reputation or property or
- Creating a negative environment at the school for another individual, and the behaviour occurs in a context where there is a **real or perceived power imbalance** based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education.

JHSS has an active anti-bullying committee comprised of staff and students who are dedicated to education about and prevention of bullying.

All incidents of bullying should be reported to a staff member immediately.

For more detailed information, please refer to Administrative Procedure 1200 available at:

<https://www.wrdsb.ca/our-schools/safe-schools/bullying-and-harassment/>

JHSS STANDS UP 2 BULLYING

How you can help stop cyber bullying

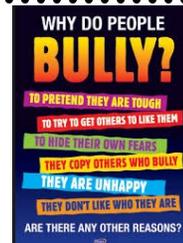
- Make sure you and your friends are using proper *netiquette* when using the Internet. This means being kind, courteous, honest and polite when online.
- Don't forward hurtful email/text to your friends.
- Don't allow your friends to take cell phone photos or videos of personal moments of others.
- Don't visit sites that put down other students.
- Speak out against cyber bullying, particularly if you are in a chat room.
- Don't buy into the vicious rumours that are spread online to destroy a student's reputation. Stand up for that student online and in person.
- Report cyber bullying to a trusted adult such as a teacher, someone in administration or your parents.
- If you know someone is being threatened online, call the police.
- Call the providers of Internet and cell phone services and report cyber bullying.
- Don't say or do anything online that you would not say in person.
- Protect your password and make sure you know who someone is before you add them to your friend list.
- Don't erase or delete messages – they can be saved in a file if you need them for evidence when you are making a report against a cyber-bully.
- Block the sender.
- **Remember what you post online stays online forever.**

What should I do if I'm being bullied?

- Remember bullying and harassment don't happen because you deserve it. It's okay to feel scared when you're threatened, and it's okay to feel sad or angry about being picked on by the person who is bullying you - but don't blame yourself.
- Write down what happened - keep a journal of events/incidents.
- Get support from your friends - but don't gather them together for a fight or to get revenge.
- Tell the person who is bullying or harassing you to stop - if you feel safe doing so.
- Bring a friend or stay in your group and avoid being alone in situations where the bully might target you.
- Tell your parent or another adult you trust so they can support you. If you don't get the support you need, tell someone else.
- If the bullying or harassment doesn't stop, keep telling until you get help.
- Learn about your school's harassment policy.
- If you feel scared, angry or confused at any time, even after it's over, ask for counselling or other supports.

Who is a bystander?

- If you see bullying - you have the power to stop the behaviour. Individuals who bully love an audience. People who stand by and do nothing make bullying worse if they support or cheer the person who is the bully. When an individual who is a bystander stands up to the person who is bullying and tells them to knock it off, the bullying stops.
- Refuse to go along with bullying or harassment - individuals who laugh, agree or cheer only encourage the behaviour. Instead, take the side of the person who is being targeted.
- Be assertive, not aggressive. Do not use insults or fight back, as it only makes the situation worse.
- Always make sure you are safe. If it is not safe to intervene, report what you see or hear to an adult.



RESPONSIBLE USE PROCEDURE

For information, communication and collaboration technologies

The **Responsible Use Procedure (RUP)** outlines expectation related to the responsible use of Waterloo Region District School Board information, communication and collaboration technologies, and accompanying resources, including emergent technologies.

Digital Citizenship

The WRDSB strives to model and teach the safe, legal, ethical and responsible use of information, technology and resources, and expects all users to embrace the following conditions or facets of being a digital citizen:

- Respect yourself Respect others
- Protect yourself Protect others
- Respect intellectual and technological property Protect intellectual and technological property

Individuals are responsible for supporting personally owned devices. As digital citizens, this includes, but is not limited to:

- Knowing how to activate Wi-Fi on their devices and connect to a wireless service
- Maintaining virus and malware protection on personally owned equipment
- Enabling personal firewall settings on personally owned laptops and/or netbooks
- Disabling any internet sharing settings that would interfere with other users
- Operating in a manner consistent with Character Development and Digital Citizenship goals

Violating the RUP may result in:

- Restricted network access and/or access to computer technology
- Loss of network access and/or access to computer technology
- Suspension and/or expulsion
- Civil or criminal charges

For more detailed information, please refer to Administrative Procedure 4070

<https://schools.wrdsb.ca/school-year-information/required-reading-and-resources/responsible-use-procedure-rup/>

COMPUTER USE RULES

Computer use is a privilege at JHSS. Students are expected to adhere to the following guidelines:

- Each student will be assigned a unique login and password. Students are to use only their own assigned login, and are to keep their password confidential.
- Students are liable for any transmission and subsequent damage resulting from computer viruses or malware by way of their storage media, cloud storage, files, social media or any other means.
- Students cannot work unsupervised in computer labs.
- Students are to report any malfunctioning equipment to their teacher immediately.
- Students are expected to leave their workstations, and the printing stations clean and in good order. They are also responsible for every printout they initiate and are liable for unnecessary waste.
- **No food or drink is permitted in the computer labs.**
- Unauthorized use of the computer workstations, servers and networks is prohibited. Unauthorized use is defined as non-conformance to any of the following expectations and will result in a series of escalating consequences.
- Using anything other than the SchoolConnect environment or bypassing SchoolConnect functions;
- Attempting to view or gain access to or alter any files beyond your own or those made available to you by your teacher or system operators;
- Any unauthorized modification, installation or removal of software or hardware on any computer or device belonging to the school;
- Any attempts to affect system or network performance or function;
- See also the RESPONSIBLE USE PROCEDURE above.

School computer systems provide access to greater networks beyond the WRDSB network, including external internet access. **This access is intended for curricular use only. Any other use is not acceptable.**

ATTENDANCE PROCEDURE

STUDENT EXPECTATIONS

1. Attend **ALL** scheduled classes punctually.
2. **To Report an Absence: Parents/guardians please PHONE the 24 hour Attendance Line: (519-658-4910 Press 1, then ext. 1 for A - K or ext. 2 for L - Z)**
Or **Email: jhss-att@wrdsb.ca**
if you know your student will be absent from school ON THE DAY OF THE ABSENCE.
3. **Returning to School After an Absence:** Please bring a NOTE to the Attendance Office before 8:20 a.m. on the day of your return (if you have not already called the school) and obtain an ADMIT SLIP so you can be admitted back to class. Please note: a phone call on the attendance line is preferred when reporting absences.
4. **Unable to return after lunch?** Ask a parent/guardian to PHONE the attendance line as shown above.
5. **Missed Work:** Accept responsibility for all work missed during any absence. The onus is on the student to approach the teacher to find out what work and assignments have been missed and to seek extra help or clarification from the teacher outside of class time.
6. Teachers will keep an attendance record and will contact home at **5** absences. If a student is absent more than **5** times, teachers will refer the student to their VP.

LATES

JHSS recognizes that being on time is important for success in school and in the workplace. Students who are continually late cause unacceptable disruption to the teaching and learning environment of students and teachers in the class. Furthermore, students who are late are neither learning nor demonstrating workplace employability skills. When a student is late, we counsel each student and then proceed with the consequences listed below. Our purpose is to try to change the behavior of our habitually late students and to recognize the rights of others.

PROCEDURES FOR LATE STUDENTS

- If a student arrives late at school anytime during the day for a valid reason (i.e. Dr. Appt.) the student **MUST** go the Attendance Office to SIGN IN where the student will receive an Admit Slip.
- If a student arrives late any period without a note or a phone call, they will go directly to class. The teacher will record the late on the bubble sheet. If the attendance folder has been collected, the teacher must notify the Attendance Office (email, note or call).
- Teachers will keep an attendance record and will contact home at 5 lates. If a student is late more than 5 times, teachers will refer the student to their VP.

CONSEQUENCES

One or more of the following consequences will be applied for continued absenteeism and/or lates:

1. Interview with the appropriate Vice-Principal
2. Detention(s)
3. Parental contact
4. Conference of teachers with students and parents
5. Parental interview with student and appropriate VP
6. In-School suspension
7. Out-of-school suspension
8. Withdrawal from course
9. Withdrawal from school

REQUESTING STUDENT VACATION OR LEAVE OF ABSENCE

Short-term withdrawal forms **MUST** be filled out by the student for 5 consecutive days or more and signed by parents, teachers and vice-principals **BEFORE** taking a vacation or a leave of absence. Forms are available in the Attendance Office.

Please note that students will NOT be excused for vacation during EXAM PERIODS.

Semester 1 EXAMS - Friday, January 25, 2018 to Thursday, January 31, 2019

Semester 2 EXAMS - Thursday, June 20, 2019 to Wednesday, June 26, 2019

ASSESSMENT, EVALUATION & REPORTING PROCEDURES

In accordance with WRDSB guidelines outlined in the Assessment, Evaluation, and Reporting Handbook (2013), the following policies are in effect for each course at Jacob Hespeler Secondary School:

1. **Late and Missed Assignments:** *It is the expectation that students will submit all required work by the assigned deadlines as evidence of their learning of essential course components.*
 - a) If one or more essential course components are not demonstrated, students **in Grades 9 and 10** will receive an **“I” (Insufficient Evidence)** and may not be granted credit for the course.
 - b) If one or more essential course components are not demonstrated, students **in Grades 11 and 12** will receive an **assigned mark of 35%** and may not be granted credit for the course.
 - c) **Note:** In consultation with the teacher and the appropriate administrator, a student who receives an **“I”** or **35%** will be afforded an additional opportunity to demonstrate their learning of the essential course components in order to earn the credit.
 - d) The **Learning Skills** section of the student’s Provincial Report Card will be used to reflect incidents of late and missed assignments.
2. **Cheating and Plagiarism:** *It is the expectation that students will submit their own, original work to demonstrate their learning. Therefore:*
 - a) **Cheating:** Students who cheat on tests will be assigned an **“I”**, and will be required to demonstrate their learning through an alternate assessment.
 - b) **Plagiarism:** All work must be cited properly. Assignment guidelines, teacher instruction, and Library resources are available. Plagiarized assignments will not be considered for evaluation purposes, as essential skills have not been demonstrated. Students will be required to redo the original, or an alternate, assignment.
 - c) All cases of cheating and plagiarism are subject to disciplinary action.
 - d) The **Learning Skills** section of the student’s Provincial Report Card will be used to reflect incidents of cheating or plagiarism.
3. **Report Card Marks**
 - In Grades 9 and 10:**
 - a) Students who have not demonstrated all essential course components will **receive an “I”**. Students will not receive credit for the course until they demonstrate their achievement of the essential course components listed on the course outline.
 - In Grades 11 and 12:**
 - b) Students who have not sufficiently demonstrated the essential course components **will receive 35%**. Students will not receive credit for the course until they demonstrate their achievement of the essential course components listed on the course outline.
 - For All Grade Levels:**
 - c) A report card **mark of 45%** on the Provincial Report Card indicates that a student has attempted all essential course components but still has not reached the minimum provincial standard, and no credit will be granted.

Learning Skills and Work Habits

The Learning Skills and Work Habits section of the student’s Provincial Report Card is an integral part of a student’s learning. Students will be assessed in each of the following areas: Responsibility, Organization, Independent Work, Collaboration, Initiative, Self-Regulation.

REPORT CARDS

Please refer to the handout **“JHSS Dates to Remember”** indicating when report cards will be issued. A formal report card will be sent home with students in November, February, and April. Final report cards are available for pick-up in the Main Office in July. A student 18 years of age, or the parent(s)/guardian(s) of a student under 18 years of age, may pick up the student’s report card. Any other person must have a signed note from the parent/guardian or student if over 18 years of age.

PARENT NIGHTS

Parents/guardian and teachers form an important partnership to encourage student success. Open communication is necessary in making this partnership work for the benefit of students, families, teachers and the school. One of the ways that open communication is supported is through parent/student/teacher conferences. Parent/Teacher conferences will be held on:

Wednesday, October 10, 2018 from 5:30pm to 8:00pm and Wednesday, March 6, 2019 from 6:00pm to 8:00pm.

BICYCLES

Bicycle racks are provided for students who bring their bikes to school. Students are advised to lock their bicycles since neither the school nor the Board can accept responsibility for bikes on school property.

BUSES – WRDSB OPERATED

Riding the bus is a privilege. The WRDSB has a clearly stated policy on the provision of bus service for students. Any student failing to comply with these bus rules established by WRDSB is endangering the lives of other passengers and motorists, and may lose his/her privilege to ride the school bus. JHSS does not determine who will be allowed to ride on board buses. This is a board policy administered by the Board's Transportation Department. For more information, log in using the Student OEN at www.stswr.ca

CAFETERIA - This is the only location in the school where students can consume food.

The cafeteria is in full operation during the common lunch period and other times as posted. Students are expected to deposit all garbage in the proper containers. Please recycle in the bins provided.

- Students are not permitted to carry bags or wear coats as they go through the servery.
- Students are not permitted to sit ON TOP of the cafeteria tables at ANY time.

COMMUNITY INVOLVEMENT GRADUATION REQUIREMENT

All students must complete 40 hours of community involvement activities as part of the requirements for the Ontario Secondary School Diploma. The purpose of the community involvement requirement is to encourage students to develop social responsibility, an appreciation of the various roles they can play in their communities and to help them develop a greater sense of belonging within their respective communities. The Community Involvement Manual and the Activity Tracking Record are WRDSB documents that were produced by representatives from education, volunteer agencies within the region, parents and school board trustees. We encourage students and their parents to examine both documents carefully. Information is also available at <http://wrdsb.on.ca>. It is the responsibility of parents and students to search for an appropriate placement. Students may commence their Community Service Hours upon completion of Gr. 8 (i.e. Summer before Gr. 9)

COMMENCEMENT PARTICIPATION REQUIREMENT

In order for students to participate in the fall commencement ceremonies, **all** graduation requirements (obtaining 30 credits – 18 compulsory, 12 optional, successful completion of either the OSSLT (literacy test) or the OSSLC (literacy course) and completion of 40 hours of community service) must be met by August 31st of that commencement year. That is, if you complete all of your requirements by August 31st, you may participate in the commencement ceremonies in October. If students complete the requirements after August 31st, they may participate in the commencement ceremonies the following year.

COMPUTER USE RULES

Please see Page 4, **RESPONSIBLE USE PROCEDURE**

COURSE CHANGES

Students are expected to complete all courses in which they are registered. All timetable changes must be approved by parents and must be in the best interests of the students. All changes must meet prerequisite requirements, and class sizes must be small enough to accommodate the change. Teacher-initiated transfers may be made, with parent and department head approval, in an attempt to meet the needs of the student. Student requests to change to less demanding courses will only be considered when the student is in regular attendance in class, has completed all assigned work and is making a daily effort to master the course. Such requests require subject teacher, counsellor and parent support.

DETENTION ROOM

Detentions that are assigned by the vice-principals are served during the **first 30 minutes** of lunch each day. These detentions are assigned for a variety of reasons. Students serving detentions must bring enough school work to keep them occupied for the entire half-hour. No food, drink, personal entertainment units, cell phones or talking is permitted. If students miss their assigned detention, the following consequences will apply.

1. Warning
2. Detention doubled
3. Parents notified
4. In-school suspension
5. Out-of-school suspension

DRESS CODE & PERSONAL APPEARANCE

Student dress must be appropriate for school. Distracting, immodest or unsafe clothing will not be permitted.

NOTE: Staff are instructed to address and/or send students to the Main Office when clothing appears inappropriate. Administrative flexibility will be retained in all student dress code decisions. Students who wear inappropriate attire will be required at that time to make their dress acceptable or will be sent home to change.

Hats are permitted in the halls, but only by teacher permission in class.

- Images, words or pictures depicting or encouraging sex, sexism, racism, violence, bandanas, alcohol or other drugs are not permitted on anyone or anything at school. This includes rude and/or vulgar language.
- Jewelry and accessories that are inappropriate, offensive and/or possibly harmful must NOT be worn to school.
- Skirts and shorts must be an appropriate length as determined by Administration.
- Bare midriffs or halter tops or off-the-shoulder tops or muscle shirts are not allowed.
- Undergarments (e.g. bra strap, thong, boxers) must not be visible.
- Shoes/sandals must be worn at all times.
- Coats/jackets must be kept in lockers.



EMERGENCY PROCEDURES

We are required to have emergency drills each year. These drills are used to prepare us for evacuation of the building in the event of fires, tornadoes, and intruders. Each room has a sign that indicates the closest exit in case of fire.

- When the alarm rings, follow directions to the nearest exit. Go quickly and quietly out of the building, **stand well away from the building** and remain there until further notice.
- In certain special circumstances teachers may be asked to lead their students to the emergency evacuation site (Heritage Seminary and College). When a “Code Red Alert” announcement is made, students should proceed to the nearest safe location and follow established *Threat to Personal Safety* procedures.
- Several emergency procedures are rehearsed by staff and students during the school year.

ELECTRONIC DEVICES

Personal Electronic Devices are permitted to connect to the WRDSB wireless network. The school is not responsible for Technical support of these devices. Personal electronic devices may be permitted by individual teachers during instruction.

FEES (as determined by Board policy)

- The basic cost of material/activities for a course or program is provided through school operating budgets; therefore, no student is denied enrolment in any course because of inability to pay.
- Successful completion of a required course or credit is not dependent on the payment of any course fee by a student.
- Each school defines/determines the basic materials required for courses.
- All basic materials essential for the completion of the program are made available by the school at no cost to students.
- A course fee is only charged for supplies, services or activities that are considered **enhancements** to the program or course.
- Fundraising revenues are directed to supplies, services or activities that enhance program opportunities for students.
- Any charges for supplies, services or activities are reviewed with School Council before implementation and, at least, annually. The process used is open and transparent and requires accountability to the school community.

FIELD TRIPS

Many courses at JHSS include visits to off-campus locations as a part of their curriculum. These trips can be a valuable addition to classroom studies. Off-campus activities require extra care and effort in planning and in making sure that the excursion is used to its best advantage. These activities also usually require the services and/or involvement of people in the community. Be on your best behaviour and use the chance to learn something extra. All students are expected to participate in their subjects’ required field trips.

Note: Students who miss an evaluation or deadline because of another course’s field trip are expected to notify the appropriate teacher in advance of the field trip, and are still responsible for making arrangements to catch up on all missed work.

FULL DISCLOSURE FOR GRADES 11, 12

Ministry of Education policy states that all grade 11 and 12 courses attempted by students must be recorded on Ontario Student Transcripts. This means that any course completed, dropped or failed will appear on a student transcript along with the marks earned in the program. **A student has until five instructional days after the first official report card date to drop a course in order for it to NOT appear on the transcript.**

GARBAGE

In any organization as large as ours, litter is a constant problem. The help of all students in keeping our school environment clean and healthy is an absolute necessity. Please put your garbage in the containers provided in the cafeteria, corridors and outside. Please remember: **Reduce, Reuse, Recycle.**

GRADE NINE EQAO ASSESSMENT OF MATHEMATICS

All grade nine students taking applied or academic-level math across the province must write this assessment (January and June). Certain components of this provincial assessment will be counted as part of the students' final exam for their math course.

GUIDANCE SERVICES

- Students are encouraged to use our services. Any student who wants to meet with a member of our school Guidance can make an appointment during the school day.
- For more information, visit the Guidance Page on the school website: <http://jhss.wrdsb.ca>. Try out Career Cruising (username: jhesp) (password: jake). Visit www.osca.ca student resources for the most extensive information on all aspects of opportunities after high school.
- If a student has to withdraw from school, he or she must pick up an exit package from his/her counsellor.
- **Visit your counsellor! We're here for you!**

Mrs. Robinet A - G

Mrs. Macallum I, M

Ms. Ruppenthal T - Z

Mr. Salema K, L, N

Mrs. Skowron H, J, O - S

HALLS AND STAIRS

For reasons of safety, convenience, and emergency, students are NOT permitted TO SIT on the stairs or in the halls. Students are only allowed to consume food within our newly expanded Cafeteria and Hub.

HOMEWORK

Homework is assigned regularly to students at all grade levels. Some weekly guidelines for each subject:

- Grade 9: about 5 hours per week
- Grade 10: about 5-10 hours per week
- Grades 11 and 12: about 10-15 hours per week

Guidelines like these do not reflect individual differences in students or programs but can help students and their parents understand school expectations.

Research has shown that part-time jobs can enhance and compliment a student's academic pursuits as long as they do not exceed 15 hours per week. **Students will not be excused from their academic obligations because of a part-time job.**

HONOUR ROLL

Honour Roll Gala is held each October in the West Gym celebrate students achieving Honour Roll status in the previous school year at JHSS. For grade 9 and 10, this means an 80% average for all (8) subjects for that year. Note that Grade 10 Civics and Careers count together as one subject (since they are each 0.5 credits). For grade 11 and 12, this means an average of 80% in the highest 6 subjects for that year. Students will be notified in September and parents are invited.

LATE WORK POLICY

Deadlines are important. They...

- prepare students for post-secondary education and the workforce
- ensure fairness for those students who meet deadlines
- provide students with an incentive
- help deter procrastination
- teach time management and provide students with timely, useful feedback

LIBRARY RESOURCE CENTRE

The JHSS Library offers a wide range of services and is located on the second floor of the original wing of the school. All students and staff are welcome to use the library.

Facility

The library collection has over 17,000 print and non-print items. This includes: 12 magazine titles, hundreds of graphic novels, comics and other non-print items. Students are encouraged to submit requests for purchase for the library. Requests for purchase may be submitted in the suggestion box found on the library home page. Follow the instructions found there.

The library has seating for 70 and features a computer lab of 30 computers for student use. The library also provides access to hundreds of online journals, encyclopedias, newspapers, eBooks, audio books, scholarly journals and other sources through the

Virtual Library. The Virtual library is a subscription database and you will need to see the Teacher Librarian for passwords to access this material from home. The Virtual Library also provides detailed research and study guides for writing essays and term papers. All of this information may be accessed through the library home page.

Circulation Policies and Library Hours

Hours: the Library is open 8:00 a.m. to 3:00 Monday to Friday

Loans/Fines: Students may sign out up to 5 items at a time. The library **does not** charge overdue fines.

Overdue Notices: Overdue notices will be issued periodically through home rooms. Upon notification students should either return the item or bring it to the library for renewal.

Normal Loan Period: 2 weeks or 10 school days. Loan period does not include Saturday or Sunday.

Losses: Students will be charged the replacement cost of any items lost.

Print Credits: Students are given 50 free print credits at the start of each year. When these credits are exhausted students may purchase more from the library at a cost of 5 cents per page.

LITERACY TEST (EQAO)

All students working towards an Ontario Secondary School Diploma will be required to successfully complete the test as a diploma requirement. This test will be written on **Thursday, March 27, 2019**. School start times for students not participating in the test will be delayed that morning to allow for the best possible conditions for students writing the test.

LOCKERS

Lockers are provided for the convenience of students but remain the property of the school. Students are expected to keep their lockers clean. **The school reserves the right to check a student's locker at any time.** Only school-approved combination locks may be used. The combination and serial number must be registered in the Main Office. Locks may be purchased for **\$6.00** in the Main Office and will only be replaced once if defective. Students are advised NOT to share their lockers or lock combination with anyone; ignoring this advice leads to problems. The school accepts no responsibility for the security of money, clothing, books, or valuables in the locker.

Students MUST empty their locker and remove their locks by the last day of school in June.

MONEY AND VALUABLES

Theft is a serious problem in any large school and JHSS is no exception. **Do not bring large sums of money or valuable personal items to school.** If you need money to pay for things such as athletic fees or prom tickets, remember there is an ATM available in the Hub. **Do not leave money or valuables in lockers or change rooms;** instead, keep them in your pocket or purse, leave them at the Main Office for safe-keeping or, better still, leave them at home. In the event of a theft, please let your teacher and vice-principal know immediately.

Neither the school nor the Board can accept responsibility for the loss of valuables on school property.

NEIGHBOURS

Please respect our neighbours and their property by neither loitering nor littering. Please be polite and courteous to our neighbours at all times.

PROHIBITED ITEMS

The following items are not permitted on school property:

- Firearms
- Laser pointers
- Alcohol
- Prohibited substances
- Illegal drugs
- Knives of any kind
- Fire

Please note:

- **Skateboards** must not be used on school property and must be kept in the student's locker
- Gambling is not permitted in the school.

PARKING

Parking for students is restricted to the front west. Students may not park at the rear of the school. **Neither the school nor the WRDSB accepts responsibility for any car or its contents while on school property.** Students who do not drive responsibly on school property will be banned from bringing their vehicle to school. Students must register their vehicle with the Main Office to receive a parking permit. **Students are not to be dropped off/ picked up in the bus lanes.**

ALL STUDENTS who drive to school MUST fill out a Student Vehicle Registration Form and return it to the Attendance office to pick up a parking decal which must be displayed on the front window of the registered vehicle.

SMOKING

In accordance with the provincial Tobacco Control Act, the WRDSB/ JHSS Smoking Policy is as follows: **NO SMOKING ALLOWED ON ALL BOARD PROPERTY, including the parking lots.** The consequences for smoking on Board property are as follows:

- **First offence** will result in a one-day suspension, or being sent home, and a notification to parents.
- **Second offence** will result in a three-day suspension and a written notification to parents and the Provincial Offences Officer (Tobacco Control Act Enforcement).
- **Third offence and any additional offences** will result in a three-day suspension (or longer) and a fine ranging from \$100 to \$5,000. The fine will be served by a Provincial Offences Officer.

SPARES/SUPERVISED STUDY



A spare is a privilege granted to responsible students who, in most cases, have earned 23 or more credits. Students with spares are asked to go to the Library Resource Centre, the cafeteria or to leave school property. **Students are not permitted to wander the halls during class time.**

STUDENT ACTIVITIES AT JACOB HESPELER

As a student at Jacob Hespeler, you will find a wide variety of activities in which you can participate. These activities give you the opportunity to become involved in the school community beyond the classroom. By becoming an active participant in co-curricular activities, you will find that your school life is broadened and enriched. You will have the chance to make many new friends and you will be rewarded with memories and skills that will last you a lifetime.

Student Card

Our goal at JHSS is to offer a well-balanced program giving all students an opportunity to develop to their potential. To accomplish this we feel that work done in the classroom should be balanced with participation in our co-curricular programs. Students who participate in co-curricular activities stay in school longer, perform better academically, and are more apt to lead productive lives.

In order to access our co-curricular program, students must purchase a \$30.00 JHSS Student Card.

Payment will entitle each student to a Student Card with photo ID, access to school events and other activities. Please be aware that students who experience financial difficulties and who wish to participate in co-curricular activities are asked to speak with their counsellor or their vice-principal. The revenue from the sale of student cards will allow the school to support the following:

- Media services: yearbook, technical crew, audio-visual presentations
- Clubs: Federal-Provincial, Anime, Student Council, Debating
- Arts: drama productions, Sears, annual banquet, Synergy, bands, choirs, coffee houses
- Awards: Hawks' Awards of Honour, Merit and Distinction, Attendance Award, MVP Awards
- Athletics: transportation, officials, and equipment for badminton, basketball, cross country, soccer, tennis, track and field, field hockey, volleyball, football, rugby, wrestling, annual awards banquet
- assemblies: multi-media, motivational speakers, holiday, pep rallies, spirit assemblies
- dances
- lunch-hour and grade-versus-grade activities

- leadership development activities and many other extra-curricular activities

Fees for participating on an athletic team, music ensemble, school club etc. were rigorously reviewed as part of the WRDSB Expenditure Review process in 2006-07. Fees (in addition to the Student Card) have been established in order to assist with the cost recovery of co-curricular programs, and are standardized across WRDSB.

Additional Fees for Athletics and Clubs

In addition to purchasing a Student Card, students who wish to participate in the co-curricular program will be required to pay additional fees, depending on the team/group or club.

WRDSB BASIC EXTRACURRICULAR ATHLETIC COSTS 2018/2019

1. Basic Fees are only for WCSSAA-sanctioned sports.
2. Basic Fees are listed below and include (as applicable) officials, transportation, field / facility rentals, and basic equipment.
3. Basic Fees are based upon WCSSAA regular season schedules.
4. Students / families requiring financial assistance should contact any staff member who will ensure that the student(s)' needs are addressed in an appropriate, sensitive and confidential manner.
5. Basic Fees are subject to change as deemed necessary.
6. Students/families requiring financial assistance should contact any staff member who will ensure that the student(s)' needs are addressed in an appropriate, sensitive and confidential manner.
7. Basic Fees are subject to change as deemed necessary.

<i>Sport - Changes to fees for the current school year will be determined and announced by the coaches.</i>	<i>Basic Fee 2018/2019</i>
Badminton	\$35
Basketball (Boys' & Girls')	\$100
Cross-Country Running	\$50
Curling	\$60
Field Hockey	\$115
Football (not included: mouth guard, practice & team jersey's, T-shirts, socks and banquet)	\$135
Golf (not included: transportation to/from practices)	\$80
Hockey (Boys' and Girls') (not included: additional practices, transportation to/from practices)	\$150
Rugby (Boys' & Girls')	\$55
Skiing - Alpine	\$150
Skiing – Nordic	\$75
Slo-Pitch (Boys' & Girls')	\$60
Soccer (Boys' & Girls')	\$70
Swimming (not included: additional practices, transportation to/from practices)	\$70
Tennis	\$40
Track & Field	\$50
Volleyball (Boys' & Girls')	\$85
Wrestling	\$115



JHSS Dance Policy

All JHSS students who produce a current student card at the door are eligible to enter. Nevertheless, school Administration reserves the right to refuse admission to any student based on behavioural concerns. JHSS students may sign in a maximum of two students from another school. However, to attend the dance, all sign-ins must present a current student card and be registered at an area secondary school. Any requests for exception to this policy must be submitted in writing and given to the student's vice-principal two days prior to the dance. All administrative decisions are final. Students on suspension or expulsion cannot participate in any student activities, including dances. All sign-in requests must be completed in Student Activities no later than 3:00 p.m. the day prior to the dance.

Student Council

The task of organizing and running the variety of events at JHSS belongs to the Student Council. Each spring, elections and interviews are held to select a student executive. There are many opportunities for involvement in Student Activities. Listen for announcements for participation on various student-council sponsored committees.

TEXTBOOKS

All textbooks are provided free of charge for all courses. Since textbooks are a major expense for schools (with costs ranging between \$5 and \$200), we expect textbooks to be returned in good condition. Payment for lost textbooks must occur before exams are written or before report cards, transcripts and timetables are released. Students must also pay for rebinding damaged texts (a cost of \$10 to \$25). Textbooks will be collected during the last week of school or on the day of the subject exam. Students are responsible for the textbook(s) they sign out. If a student turns in a textbook and the number does not match the number assigned to the student at the beginning of the semester, that student is still responsible for turning in the original textbook or paying to replace it.

VICE-PRINCIPALS

Issues related to attendance and behaviour are primarily dealt with by the vice-principals:

Ms. J. McWilliams, VP	Surnames beginning with letters	A - K
Mr. B. Crane, VP		L - Z
Mrs. N. Stewart, Secretary		A - K
Mrs. J. Ouimette, Secretary		L - Z

VISITORS

Students are reminded that visitors are not encouraged to visit the school. In the event that a visit is necessary, visitors must first report to a vice-principal for permission. In cases where students wish to bring a visitor to class, arrangements must be made with their teachers at least one day in advance and have permission granted by their vice-principal.