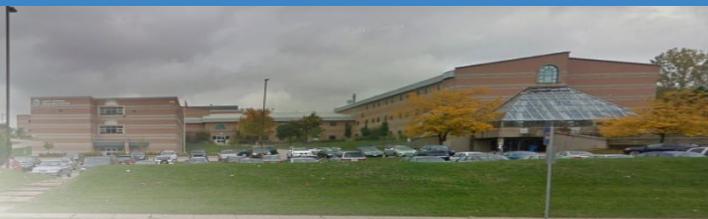


Welcome to
**Jacob Hespeler
Secondary School**



Student Information and Code of Conduct 2018 - 2019

Attendance

Regular school attendance is an important contributor to school success and is also a legal requirement. Students are expected to attend all assigned classes. All absences for students under the age of 18 must be approved by a parent or guardian. Students 18 years of age and older may validate their own absences.

“What do I do if I’m absent?”

There are three different ways to report an absence. Please use one of the following options:

-  Call 519-658-4910, Ext. 1 for A - K, Ext. 2 for L - Z.
-  Email jhs-attendance@wrdsb.ca
-  Send in a note with the student to be dropped off at the Attendance Office upon return to school.

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

“What do I do if I’m late for class?”

- Go directly to class and have your teacher update your attendance.
- Your late arrival will be recorded by your teacher and you may be assigned a consequence by your teacher.
- If a teacher continues to have concerns about the nature or frequency of a student’s late arrival to class, the student’s vice-principal will be informed, a consequence will be assigned and parent/guardian will be contacted.

“What do I do if I have an appointment in the morning?”

If you are absent for any portion of the day, you must sign-in with the Attendance Office when you arrive. For example, if you have an appointment in the morning and arrive at school during a class or at lunch, you must go to the Attendance Office to sign-n before going to

Home of the Hawks

Jacob Hespeler Secondary School
355 Holiday Inn Dr.,
Cambridge, ON , N3C 1Z2
519-658-4910
jhs.wrdsb.ca

PRINCIPAL

B. Cathcart

VICE-PRINCIPALS

Mrs. McWilliams (A - K)

Mr. Crane (L - Z)

OFFICE STAFF

Mrs. Jensen - Office Supervisor

Mrs. Ellis - Reception/Student Activities

Mrs. Hobson - Guidance

Mrs. Ouimette - Attendance (L - Z)

Mrs. Stewart - Attendance (A - K)

Ms. Tyler - Assistant Office Supervisor

GUIDANCE COUNSELLORS

Mrs. Robinet

Mrs. Skowron

Ms. Ruppenthal

Mrs. Macallum

Mr. Salema

Show Respect in How You Dress

Students are encouraged to dress casually and in clothes they are comfortable wearing, keeping in mind that some fashion trends and style choices may not be appropriate for school, which is a work environment. Administrative flexibility will be retained in all student dress code decisions. Students who wear inappropriate attire may be asked to remediate the situation. Please respect the following guidelines:

- All clothing and accessories must have school-appropriate language, graphics and images
- Shoes/sandals must be worn at all times for safety reasons.
- In the winter, coats/jackets/boots must be kept in lockers.

“Education is for improving the lives of others and for leaving your community and world better than you found it.” - M. W. Edleman

ACADEMICS

Course Expectations:

It is important for students to develop good personal management skills (such as time management and planning, and communication with teachers). These skills will be reflected in the learning skills area of the report card. The Learning Skills and Work Habits section of the provincial report card is an integral part of a student’s learning.

Late and Missing Assignments:

Missing demonstrations of learning limits the evidence teachers need to plan, assess and evaluate student learning. Missing evidence of the Essential Learnings may result in loss of credit.

According to Section 3.3 of Appendix G in WRDSB *Assessment, Evaluation, and Reporting Handbook (2013)*, “the teacher will determine a date where he/she will no longer accept an assignment for marks.”

Academic Integrity:

It is important for students to do their own best work. Students who commit an academic offense will meet with their teacher, administration and parent/guardians will be notified. Considering the nature and extent of the incident, the following consequences may be implemented: the student may be required to redo all or part of the assignment or assessment, the student may be required to complete an alternate assignment or assessment, or the student’s work may be treated as a missed assignment.

Final Evaluations and Exams:

Students are required to be present on the assigned date for all their final evaluations and examinations. JHSS runs a block exam schedule, so A block classes will write exams the first day, B block classes the second day etc. Absence from an exam requires administrative approval in advance of the examination. Vacations and summer jobs are not acceptable reasons for missing final evaluations or examinations.

Health and Safety

STUDENT DROP-OFF and PARKING

Students are encouraged to walk to school or use public transit. Traffic flow is one-way in the front and students are not to be picked up or dropped off in the bus lot which is the upper and lower level parking front East lot. Parking for students is restricted to the front West lot. 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 and VAPING

In accordance with the provincial Tobacco Control Act, the WRDSB/ JHSS Smoking Policy is as follows: No smoking or vaping allowed on school property, including the parking lots.

STAIRS

For reasons of safety, convenience, and emergency, students are not permitted to sit on the stairs. Sprawled legs and spilled food pose serious slip and trip hazards. The cafe, hub, and library are available for student use during the school day.

ANAPHYLAXIS

Many students have life-threatening allergies to foods, scents, or other substances. If you need to carry an EpiPen with you, please inform the main office and be sure to keep your EpiPen on your person at all times.

Keep Your Belongings Safe

- Whenever possible, leave your valuable items at home.
- Never leave your personal items unattended.
- You will be assigned a locker for your personal use. You must not use any other locker than the one assigned to you. Your locker is only as safe as you make it. Do not share your locker combination.
- Gym change rooms are not secure areas. Leave valuables in your locker.
- **JHSS is not responsible for lost or stolen items.**

GUIDANCE

Timetables

Any concerns with timetables should be discussed with a guidance counsellor by signing up for an appointment on-line from the school website (jhs.wrdsb.ca under the Guidance tab).

Full Disclosure

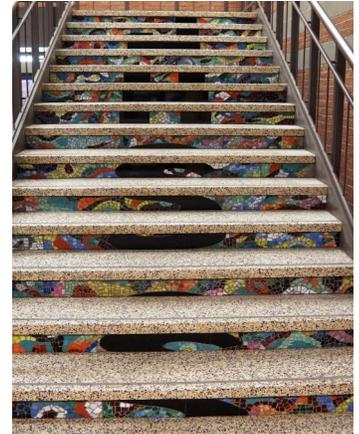
A student taking a grade 11 or 12 course has up to five instructional days after the mid-term report card to drop the course in order for it not to appear on their transcript.

“There are two things we give our children: one is roots and the other is wings.” - H. Carter

RESPECT and RESPONSIBILITY

Staff and students at Jacob Hespeler are collectively responsible for ensuring a safe and productive learning environment. Here are some guidelines that will help to ensure your safety, the safety of others, and your success:

- Show respect for yourself, others and for those in authority. This includes identifying yourself to any staff member upon request.
- Come to school prepared, on time and ready to learn.
- Take responsibility for your own actions.
- Follow all student policies and expectations as outlined in this folder and provided to you by your teachers and administration.



Be Respectful to Others

Positive Student Behaviour

We believe that a safe, caring, inclusive and accepting school is fundamental to ensuring the following: student well-being, student engagement and student achievement.

It is an expectation that all interactions between all members of the school community are positive in nature, which precludes the use of inappropriate, hurtful, threatening or demeaning language, comments or actions.

Students can expect that any inappropriate comments and actions will be addressed by a staff member and that consequences will be progressive in nature, potentially resulting in suspension from school.

“Bullying is typically a form of repeated, persistent, and aggressive behavior directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person’s body, feelings, self-esteem or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.” (PPM 144)

Bullying can take many forms: physical, verbal, social, or it can occur through the use of technology (often referred to as cyberbullying).

Bullying will not be accepted on school property, at school-related activities, on school buses, or in any other circumstances where it will have a negative impact on the school climate. Students who engage in bullying behaviour can expect that their behaviour will be addressed by a vice-principal, progressive discipline applied and may include police involvement.

WRDSB Code of Conduct

All members of the school community are expected to comply with the expectations outlined in the Board Policy 6001.

Technology at School

Use of School Computers and Chromebooks

Use of school computers, Chromebooks, and other technology is a privilege, not a right. Computers for general use throughout the school day are available in the library. Computer and/or network privileges may be revoked for unacceptable conduct in class or on-line, and students may be subject to disciplinary action. In order to maximize use and ensure security, please review the WRDSB Responsible Use Procedure available on the school and board website.

Cell Phones and Electronic Devices

Cell phones and other personal communication devices must never disrupt the learning environment. When in class, follow the direction of your teachers.

Cell phones must never be used to take photos or videos in class without a person’s knowledge and consent. This is a violation of privacy. Inappropriate use of your cell phone may result in it being confiscated by a vice-principal and contact with home.

The use of external speakers in hallways and classrooms is discouraged. Please be respectful of the learning environment. JHSS is not responsible for any lost, stolen or damaged personal devices.

PRINT CREDITS

Each JHSS student receives a free standard allotment of print credits per semester. If more are required, they can be purchased in the library.

