

Welcome to  
**Jacob Hespeler  
Secondary School**



## Student Information and Code of Conduct 2019 - 2020






### 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](mailto: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-in before going to class.

### Home of the Hawks

Jacob Hespeler Secondary School  
355 Holiday Inn Dr.  
Cambridge ON N3C 1Z2  
519-658-4910  
[jhs.wrdsb.ca](http://jhs.wrdsb.ca)

#### PRINCIPAL

B. Cathcart

#### VICE-PRINCIPALS

Ms. D. Derman (A - K)

Mr. R. Dickson (L - Z)

#### OFFICE STAFF

Ms. Jensen - Office Supervisor

Ms. Cureton - Assistant Office Supervisor

Ms. Symons - Reception/Student Activities

Ms. Hobson - Guidance

Ms. Ouimette - Attendance (L - Z)

Ms. Stewart - Attendance (A - K)

#### GUIDANCE COUNSELLORS

Ms. Robinet - A B C D E F G

Ms. Skowron - H J O P Q R S

Ms. Ruppenthal - I M

Ms. Macallum T U V W X Y Z

Mr. Salema K L N