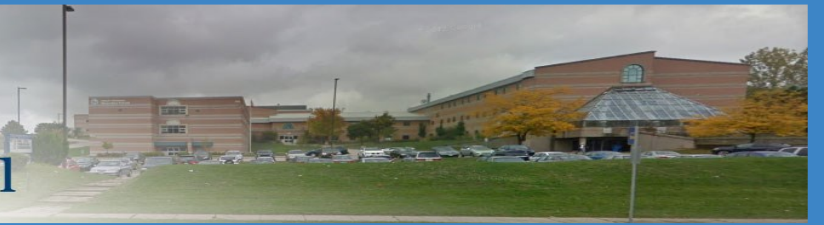


Welcome to  
**Jacob Hespeler  
Secondary School**



## Student Information and Code of Conduct 2024/2025

**Period 3 and 4 will flip every week.**

Week 1, Period 3 is followed by Period 4.

Week 2, Period 4 is followed by Period 3.

Please refer to the JHSS Student Calendar.

**Period 1: 8:10 am - 9:25 am**

**Period 2: 9:30 am - 10:45 am**

**Period 3: 11:45 am - 1:00 pm**

**Period 4: 1:05 pm - 2:20 pm**

### Attendance:

Regular attendance in all courses is an important contributor to school success and is also a legal requirement. Students are expected to attend all assigned classes on time. 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 ways to report an absence. Please include the student’s name, your name and relationship to the student, date of the absence, and the reason for the absence.

- Call 519-658-4910, For Attendance, press 1.
- 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 arrival at school.

#### **“What do I do if I’m late for class?”**

- In the first 10 minutes, please go directly to class. Your late arrival will be recorded by your teacher and reported to the office.
- After 10 minutes, please report to the Attendance Office.
- Frequent late arrivals may be referred to a Vice Principal.

#### **“What do I do if I have an appointment?”**

A parent, guardian or caregiver should call or email the attendance line if you are going to be absent for any portion of the day due to appointments, etc. Once you return to school you must report directly to the Attendance Office. The automated attendance system will call home each evening to report that day’s absences and/or lates.



### Home of the Hawks

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

#### **PRINCIPAL**

Mr. B. Marsh

#### **VICE-PRINCIPALS**

Mr. S. Gray (A - K)

Ms. LeBrun (Acting) (L - Z)

#### **OFFICE STAFF**

Ms. Cureton - Office Supervisor

Ms. Ellis - Assistant Office Supervisor

#### **GUIDANCE COUNSELLORS**

Ms. Skowron - H I N O P Q R S

Mr. Gordon - D E F G

Ms. Macallum - J K L M

Ms. Ruppenthal - A B C T U V W X Y Z

#### **GUIDANCE SECRETARY**

Ms. Hobson

#### **STUDENT SUPPORTS**

Resource: Ms. Farkas

CYW's: Ms. Pitts and Mr. Hyland

Social Worker: Ms. Cotten

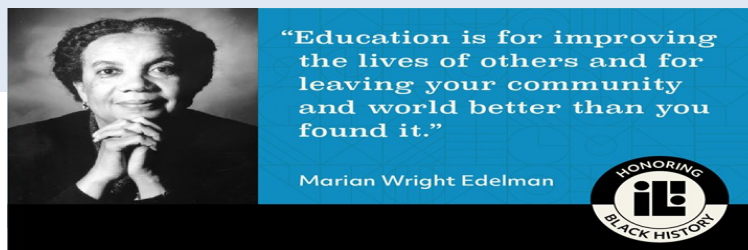
### WRDSB Code of Conduct

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

## 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.



## 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 negatively impact a student's final grade and 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."

### Plagiarism and Academic Honesty:

It is important for students to do their own best work. Plagiarism is using words, ideas, opinions or images that are not your own without giving credit (including copying from a website and using AI software such as Chat GPT). 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. Repeated offenses may result in further consequences.

### Final Evaluations/Exams:

Students are required to complete all final evaluations by the due date and examinations on the assigned date.

#### FINAL EXAM DATES ARE:

**Semester 1:** November 8th, 2024 and January 27th, 28th, 29th and 30th 2025.

**Semester 2:** April 15th, and June 20th, 23th, 24th, and 25th, 2025.

## HEALTH AND SAFETY

### 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. Failure to adhere to this policy will result in a school suspension and may result in a fine issued by Waterloo Region By-Law Office

### Student Drop off and Parking

Students are encouraged to walk to school or use public transit. Traffic flow is one-way in the front of the school 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 to be displayed on the front window of the registered vehicle.

### School Bus

Riding a school bus is a privilege. Students must follow all driver requests and be respectful. We work in partnership with STSWR. The JHS Code of Conduct applies to waiting for and riding the bus.

### Stairs

For reasons of safety, convenience, and emergency, students are not permitted to sit on the stairs. The cafe, hub, and library are available for student use during the school day.

### Anaphalaxis

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

- When possible, leave your valuable items at home.
- Never leave your personal items unattended.
- 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.

### 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.

## 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.
- Respect everyone's possessions and personal space.
- Follow all student policies and expectations as outlined in this folder and provided to you by your teachers and administration.
- To ensure safety for all, students may not wander the halls or congregate in the washrooms, hallways, or stairwells.

### Be Respectful to Others:

#### Positive Student Behaviour

We believe that a safe, caring, inclusive and accepting school is fundamental to ensuring 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, actions or images.

JHSS is committed to providing safe and caring learning environments that respect, promote and protect human rights. Speaking, writing, gesturing, or depicting racist, hateful or discriminatory content that causes identity-based harm is unacceptable and will result in progressive discipline, whether it was direct, indirect or using social media.

"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.

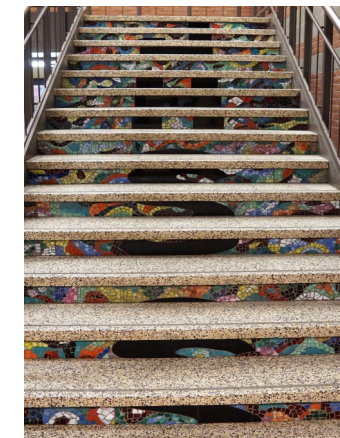
Bullying will not be accepted on school property, at school-related activities, on school buses, or in any other circumstances where it will have a negative impact on the school climate. Students who engage in bullying behaviour can expect that their behaviour will be addressed by a vice-principal, progressive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

### Technology at School

#### School Computers and Chromebooks

Use of Chromebooks, and other technology is a privilege, not a right. 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.

## Stairway to Success



### Cell Phones - Supporting Student Learning

We know that cell phones are a significant distraction for students at school, especially in the classroom. They can lead to students disengaged from their learning and isolated from their peers next to them.

### What's Changing in September 2024?

In September 2024, student access to social media platforms on school networks and school devices will be restricted. The Waterloo Region District School Board (WRDSB) Code of Conduct will require students to refrain from using their cell phones at all times during the instruction day. Exceptions include if use is:

- For educational purposes, if explicitly permitted by the educator.
- For health and medical purposes.
- To support education needs as noted in the student's IEP
- During break, lunch and spares.

Families and caregivers can reach their child anytime by calling the main office.

**Guidance from the Ministry of Education** The steps we plan to take in the 2024-2025 school year at WRDSB align with the Ministry of Education guidelines. They require school boards to implement a policy limiting use of cell phones at school in September 2024.

**Student Activity Fee** The yearly student activity fee of \$40.00 is used to support extra curricular activities, teams, clubs, and school wide events that benefit all our students. If students would like to participate in clubs, music groups, drama productions, athletic teams, school dances and other special activities the fee must be paid.

The fee should not be a barrier to participation in any field trip, school event, club or team. There is financial support available, please contact the main office.

We have a digital student photo identification card that is free for all students. Be sure to get your photo taken in order to get your card. A physical card is an option, please contact the main office.



JHSS is online with *School Day*, the online portal that lets us instantly share news and events and allows parents/guardians/caregivers to make payments and complete permission forms online. [www.school-day.com](http://www.school-day.com)

*"There are two things we give our children: one is roots and the other is wings." - Anonymous*