

# Wellington Heights Secondary School

405 Sligo Rd. E.  
Mount Forest ON N0G2L2  
Tel: (519) 323-3430  
Fax: (519) 323-0210



Principal B. Serafini  
Vice-Principal J. Arbuckle

## WHSS PARENT GUIDE

Dear Parents/Guardians:

I would like to extend a welcome to you, new parents in our school community. We understand the anxiety parents can feel when a son or daughter makes the transition from elementary to secondary school. You may have many questions concerning procedures and policies. We have put together this information, in conjunction with the information contained on the school's website, to assist you with your child's transition to Wellington Heights S.S.

Please encourage your son/daughter to work hard, stay organized, and ask for support from teachers, guidance, office etc. if required. I also hope that he/she will also take advantage of the numerous extra-curricular activities at WHSS so that the first year in high school will expose your son/daughter to the varied aspects of high school life.

Sincerely,

B. Serafini  
Brian Serafini  
Principal

# The Timetable

The timetable at WHSS operates on a four week cycle, as seen below. Ensure that you make a copy of the timetable that your son/daughter will bring home with them. Course, room, time, and teacher information can be found on the Timetable.

## FOUR WEEK SCHEDULE

WEEK	PERIODS		PERIOD TIMES
1	1,2,3,4		Pd. 1: 8:55 – 10:15
2	2,1,4,3		Pd 2: 10:20 – 11:35
3	3,4,1,2		Lunch: 11:35 – 12:25
4	4,3,2,1		Pd 3: 12:25 – 1:40
			Pd 4: 1:45 – 3:00

## The First Days of Grade 9

### Transportation:

Parents of students who qualify for busing should contact the Transportation Dept. at 519-824-4119, or visit their website at [www.stwdsts.ca](http://www.stwdsts.ca) to arrange transportation.

**Registration:** Grade 9 students will receive their timetable during their orientation session on LINK Day.

**Grade 9 LINK Day:** LINK day is an orientation day for our incoming grade nines. Our grade nines will get an opportunity to socialize with their peers, meet their senior LINK Leaders (grade 11 and 12 students) who will act as mentors for them throughout their grade 9 year, and participate in a variety of activities designed to help the student become familiar with WHSS and assist in alleviating some of the anxiety certain individuals may feel as they embark on their high school journey.

**Lockers:** Students will receive their lockers on LINK Day. LINK leaders will also be assigned lockers in the same area as the grade 9 students, so that they can remain in contact with them throughout the school year. A lock can be purchased from the main office.

**The First Day:** On their first day, grade 9 students will report to their homeroom/period one class that is listed on their Timetable. During the first few days of school, the students will receive their course outline, texts, materials etc. As well, their period one teacher will also go over the WHSS Code of Conduct. The Code of Conduct can be found on our website at <http://www.ugdsb.on.ca/whss>.

# Attendance

Regular attendance is one of the most important components of school success. We strongly encourage students to regularly attend all their classes. The Ministry's Assessment and Evaluation Policy states that, "Major summative tasks should be completed under the supervision of a teacher in the classroom or with an ongoing conference or monitoring process". If a student is frequently absent he/she will not be able to meet the expectations for the course, and runs the risk of being unsuccessful. This is especially relevant in classes that rely heavily on participatory activities, such as physical education, family studies, art, technological studies etc.

**NOTE:** Students are not considered absent when they are involved in a school activity such as a field trip, activity day, or extra-curricular school activity.

## HOW CAN PARENTS HELP WITH ATTENDANCE?

- As much as possible, schedule appointments (medical, dental etc.) outside of school hours
- Plan vacations that coincide with school vacations. Students on vacation during school time miss a great deal of work. Students are expected to make up any missed work.
- Do not schedule vacations or any other activity during examination periods.
- Discourage your son/daughter from working long hours at part-time jobs, especially on week-nights.

## WHAT IF ????

### Is absent from school?

Send a note explaining the absence with the student when he/she returns. The note will be handed in by the student to the main office. You may also call the main office, extension 224, the morning of the absence, if time permits. Our automated voice system will send a message to your home each time your child is absent from a class. If you know the absence is legitimate, there is no need to take any further steps. If you are unaware of the absence, please speak with your son/daughter and contact the school to verify the absence.

### Is late for school?

If this is a result of an appointment, send a note with the student. Your son/daughter is expected to sign-in at the main office when arriving late and will be given an "admit slip" which must be shown to the period teacher.

### Has to leave during the day for an appointment?

Send a note with the student in the morning indicating clearly the time he/she is to be excused (and may return). The student should bring the note to the main office before school so that the absence can be entered in attendance. If the student does not have a note, and is under 18, you will be contacted before the student is allowed to leave.

### Feels ill and wants to go home?

The student must report to the office. A parent/guardian will be contacted for permission for the student to go home. If you cannot be contacted during school hours, we will contact the emergency contact listed in our system who can assume responsibility for your child.

### **Must be contacted by you during school hours?**

For emergencies, explain the situation to the office, Mrs. Jongkind ext. 100, and the student will be contacted. Non emergency messages will be delivered at the end of the period or the end of the day. Please do not attempt to contact you son/daughter directly during class time, as cell phones are to be turned off and put away during class.

### **Is injured or involved in an accident?**

Parent/guardian or emergency contact will be notified. If necessary/serious, an ambulance will be contacted.

## **The Grade 9 Program**

### **School Hours:**

Classes begin at 8:55 am and end at 3:00 pm.

**Program:** Grade 9 students select from 4 course types: Academic (theoretical focus), Applied (practical emphasis), and Locally Developed (typically require a recommendation from the student's grade 8 teacher).

**Promotion Policy:** A student, who meets the learning expectations and successfully completes the grade 9 program, will earn eight credits toward the completion of his/her Ontario Secondary School Diploma. Students need a total of 30 credits to graduate. Parents can assist by monitoring their child's progress and contacting teachers regarding any concerns.

**Evaluation:** Information regarding the evaluation of your son/daughter in grade 9 courses will be stated in the course outline given out on the first day of each class in September. Essential summative assignments, such as the exam and any culminating activities, should also be stated in the course outline.

**Field Trips:** Appropriate field trips are planned well in advance. Students will receive information and consent forms that need to be signed by the parent/guardian and returned to the teacher prior to the trip. Field trips are intended to enrich and extend the classroom experience. Students should inform their other teachers in advance of approaching field trips so that the student can be aware of what work he/she may be missing.

**40 hours Community Service:** All students are expected to accumulate 40 hours of community service in order to graduate. Community service must be a voluntary position typically with a non-profit organization. The student cannot assume a position that would normally be filled by a paid employee. We encourage students to begin their 40 hours of community service during the summer after their grade 8 graduation. If you son/daughter is not sure if an activity will qualify for community hours, please have them come and to guidance prior to starting the activity.

# **CONTACT INFORMATION**

## **Special Education**

The special education Department provides programs and services to meet the needs of identified students. Grade 9 programs are designed to assist students to make a successful transition from grade 8 into high school, and work up to their potential. On-going communication between Special Education staff, classroom teachers, student, and parents is important to the success of the student. Please contact the Special Education department for further assistance.

**Mr. E Gitter – 519-343-3230 ext. 507**

## **Guidance Services at WHSS**

- Counselors assist students and their parents with personal issues, academic planning, and career exploration
- WHSS Guidance counselors offer students a comprehensive range of information on career planning, community hours, post-secondary education, apprenticeships, and educational opportunities.

**Please call with your questions or concerns to Mr. A. Rowden  
519-323-3430 ext. 227**

## **Student Success**

We at WHSS are committed to student success and believe that when we work collaboratively with our parents, students succeed. If you have any concerns about the success of your son/daughter contact his/her teacher to discuss solutions. Another support for your child is our Student Support teacher.

**Mr. B. Reid, Student Success Teacher  
519-323-3430 ext 543**