

# Welcome to Preston High School



**Preston High School**  
550 Rose Street  
Cambridge, ON, N3H 2E6  
519-653-2367  
phs.wrdsb.ca

**PRINCIPAL**  
Mr. Weatherdon

**VICE-PRINCIPALS**  
Mr. Mintz Ext. 5511  
Ms. Fukumoto Ext. 5512

**OFFICE SUPERVISOR**  
Ms. Rempel, Ext. 5501

**GUIDANCE SECRETARY**  
Mrs. Purdy Ext. 5520

**GUIDANCE COUNSELLORS**  
Ms. Brennan Ext. 5525  
Mr. Jones Ext. 5526  
Ms. Bauer Ext. 5527  
Ms. Mullen Ext. 5446

## STUDENT INFORMATION AND CODE OF CONDUCT 2025-2026

### Attendance

Regular school attendance and established routines are important for students to build knowledge, skills and confidence. Attendance in class is an essential component for staff as they collect a body of evidence to assess students.

Our attendance auto-dialer will contact you daily if your student misses a class without a valid reason. It will also call you if your student is late for a class. If you are concerned that your student has been missing school and you have not been getting an automated phone call, please reach out to our office staff at 519-653-2367 and we can ensure that the first phone number for the first contact is set up properly.

Please make sure to always call in and validate your student's absences when you are aware that they are away. We will be following up with students who have lates and unexplained absences with conversations and consequences, as necessary.

### Reporting a Student Absence

Students who are not feeling well, have appointments or who will be on vacation for less than 5 days can have their absence validated by a guardian in one of three ways. Please use one of the following options to communicate the student's first and last name, the date(s) of the absence, the reason for absence and the name of the person validating.



Call 519-653-2367, Press 1. Voicemail is available 24/7.



Email [phs-attendance@wrdsb.ca](mailto:phs-attendance@wrdsb.ca)



Send in a note with the student to be **shown to the office** upon return to school.

### Late Arrivals

Students are expected to be in class before the bell rings. Any student arriving after the bell rings is considered "late" for class. Students arriving late will proceed directly to their classroom to sign-in with their teacher. The late arrival will be recorded by the teacher.

If a teacher has concerns about the nature or frequency of a student's late arrival to class, a student's vice-principal will be informed and parents will be contacted by the teacher.

## Be Respectful to Others

All members of the school community are expected to comply with the [WRDSB Code of Conduct](#) (Board Policy 6001).

### Be a Good Neighbour

Our school is located in a community. It is expected that all PHS students will behave respectfully to all of our neighbours.

### Behaviour on Social Media

Any online behaviour that impacts members of the school community is subject to the PHS and [WRDSB Code of Conduct](#).

The use of the Preston High School name and logos can only be used in school-approved social media accounts. Using the school name and logo without permission violates copyright laws and intellectual property rights. Users of unauthorized accounts will be subject to school consequences.

### Positive Student Behaviour and Bullying

It is expected 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, and actions.

Inappropriate comments and actions will be addressed by a staff member and consequences will be progressive in nature, potentially resulting in suspension from school.

*"Bullying is typically a form of repeated, persistent, and aggressive behaviour 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 (hitting, pushing, tripping), verbal (name calling, mocking, making sexist, racist or homophobic comments), social (excluding others from a group, spreading gossip or rumours), or it can occur through the use of technology (spreading rumours, images or hurtful comments through the use of e-mail, cell phones, text message, Internet websites or other technology).

Bullying using technology is 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 engaging in bullying will have a negative impact on the school climate. Students who engage in bullying behaviour can expect for their behaviour to be addressed by an administrator, school consequences and may include police involvement.

## Respect and Responsibility

Staff and students are collectively responsible for ensuring a safe and productive learning environment.

- Show respect for yourself and to all staff members of the school community. This includes identifying yourself to any staff member upon request.
- Take responsibility for your own actions.
- Follow all school expectations as outlined here, on the school website and as provided to you by your teachers and administrators.

## Student Well-Being

School staff are available to support all students' mental health and well-being. Students are encouraged to talk to any adult if they are in need of support.

For more information, please see the PHS website or contact your child's guidance counselor.

## School Day

School-Day is an online portal that lets us share news and events and gives parents the ability to make payments and complete permission forms online. Please help us improve our communications and reduce the amount of paper by registering for School-Day today!



## Health and Safety Information

### Student Drop-Off, Pick-Up, and Parking

Students are encouraged to walk to school when possible. If students are being dropped off at school, please avoid the parking lot.

Students who drive to school will need to register their vehicle. The vehicle registration form can be accessed on the PHS website. Students should park in the back parking lot. Students are expected to enter and exit the parking lot slowly and safely. Students driving in an unsafe manner on school property will be subject to school consequences.

### Entering the School after the Start of the School Day

After 8:30 am, students should expect to enter the school via the main entrance as other entrances will be locked. The main entrance will be open for the entire duration of the school day.

### Visitors to the School

All visitors must sign in at the main office.

### Leaving School During the School Day

Appointments should be scheduled outside of the school day whenever possible. If a student must leave the school during the day, a parent or guardian must call or email the main office ahead of time, and the student will sign-out in the main office. The student must wait in the main office until they are picked up or leave the premises immediately. Students cannot be signed out to go study in the library or cafeteria.

### Dress Code

Preston HS recognizes that students have the right to express themselves and dress comfortably without fear of discrimination. Contributing to a positive learning environment should be your top priority in choosing what to wear. Please review the [WRDSB Student Dress Policy](#) for more information.



### Smoking and Vaping

No smoking or vaping (use of e-cigarettes) in the school building or on school property is allowed at any time. If students are smoking or vaping, they must do so outside and well off school property as all other incidents are infractions of the [Smoke Free Ontario Act](#). Failure to adhere to this rule will result in a school suspension and may result in a fine issued by the Waterloo Region By-Law Office.

### Plan of Care for Medical Conditions

Many students have life-threatening allergies to foods, scents, or other substances. We are a scent-aware and nut-aware site, and do not permit the use of latex gloves or balloons at school. Students who use EpiPens must carry one with them at all times. Parents and guardians should ensure that a Plan of Care form is completed for students with serious medical conditions, such as asthma or epilepsy, to ensure their child's safety at school.

### Hallways and Stairwells

All hallways and stairways must be kept clear during classes. The library and cafeteria are available for student use during the school day (during a student's spare).

### Personal Belongings and Lockers

Lockers will be available for student use at the request of students. Students can select a locker and must register it using the Locker Registration portal. This portal can be accessed from the PHS website. Students should leave valuable items at home. Gym change rooms are not secure and no valuable items should ever be left in change rooms. All students who take a physical education course will be given a specific locker for use during gym class. The school is not responsible for any lost or stolen items.

### Nutrition Break / Lunch

Students are encouraged to eat during the break from 10:45-11:45. Cafeteria service is available for students to access during that time. Trips to the vending machines or picking up delivery from UberEats or Skip the Dishes are not permitted during class time.

### Water Fountains and Water Bottle Fillers

Students are encouraged to bring their own refillable water bottles to school. No-touch, bottle-filling stations can be used to fill water bottles; there are a couple of stations available at the school.

### Nutrition for Learning

Snack and a Smile is our breakfast program and it is available daily from 7:30 - 7:55 in room 96.

## Academics

### Missed Work, Tests, and Presentations

It is expected that students complete all assigned work in a timely manner. Work that has not been submitted will be deemed “incomplete” for the purposes of grade reporting. Failure to complete all required work may negatively impact a student’s final grade and prevent successful attainment of the credit.

### Academic Integrity Policy

Some students will knowingly or unknowingly commit academic offences. A teacher will inform an administrator and will meet with the student to determine the nature and extent of the incident, and the student’s understanding of the situation and intent. Students who commit an academic offence will face one or more of the following consequences:

- Redoing part or all of the assessment under direct supervision, or completing an alternate assignment.
- Additional consequences related to the student’s behaviour, including detentions and/or suspensions.
- Parent/guardian phone call or meeting.

See the school website for complete [Assessment and Academic Integrity \(Plagiarism\) Policies](#).

### Exams and Summative Evaluations

Students are required to be present on the assigned date for all their examinations and summative evaluations. Please refer to the WRDSB Secondary School Calendar for specific dates.

### Guidance Appointments

Any academic concerns should be discussed with a guidance counsellor by signing up for an appointment. Students should access the PHS website or visit the Guidance office to book an appointment.

### Full-Time and Part Time Status

All students are required to carry a full course load, which includes four courses per semester. Students who have successfully earned 16 credits, may opt (with parental permission) to take three credits in a semester and have a “spare” period. Students are required to either leave school or stay in the library or cafeteria during their spare.

Part-time status (enrolment in two or fewer courses per semester) is available only to students who are 18 years of age or older and/or have already earned their Ontario Secondary School Diploma. Students who provide a medical note recommending a part-time schedule will also be eligible for part-time status. All part time requests must be approved by an Administrator.

### Full Disclosure for Grade 11 and 12 Courses

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.

## Use of Technology and Chromebooks

### Use of School Computers and Chromebooks

Use of school computers, Chromebooks, and other technology (e.g. *iPads*) is a privilege, not a right. Computer and/or network privileges may be revoked for unacceptable conduct and students may be subject to disciplinary action. In order to maximize use and ensure security, please review the WRDSB [Responsible Use Procedure](#).

### Chromebook Concerns

Please see our In-School Technician (Mr. Kugler) for any Chromebook issues. Mr. Kugler’s office is located beside the Library. Mr. Mintz (VP) can also assist you with Chromebook concerns.

### Cell Phones and Personal Electronic Devices

Cell phones and other personal electronic devices must never disrupt the learning environment. At PHS, we follow the [Ontario Ministry Guidelines](#) around cell phone use. When in class, your cell phones should be turned off and out of sight, unless otherwise directed by your teacher.

If a student is having difficulty keeping their cell phone away, students will be asked to leave their phones in a secured area in the main office until the end of the day.

For questions around medical exemptions for cell phones, please contact your child’s vice-principal.

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 an administrator.

The use of external speakers in hallways and classrooms with electronic devices is discouraged.

PHS is not responsible for any lost, stolen or damaged cell phones or electronic devices.

Parents/guardians can reach their children at any time by calling the school at 519-653-2367 and we are more than happy to get a message to your child.

Please do not call or text your child while they are in class (8:10-10:45 and 11:45-2:20).

If you have a concern related to your child, please contact us at the school office at 519-653-2367.

