

# STUDENT HANDBOOK 2014-2015



## QUÉBEC HIGH SCHOOL

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**QHS TrailBLAZERS – Driven with Pride!**

**Warren Thomson**  
PRINCIPAL

**Vicky Chalifour**  
VICE-PRINCIPAL

This agenda belongs to:	
NAME	
ADDRESS	
CITY	
POSTAL CODE	PHONE
STUDENT NO.	HOMEROOM





# 2013-2014 SCHOOL CALENDAR

- Holidays for students/teachers
- ▲ Board organized ped. Days
- Ped agogical Days
- ◆ First day of school: August 28<sup>th</sup>
- } **End of term:** November 7<sup>th</sup>, February 6<sup>th</sup> and June 20<sup>th</sup>
- ♠ Days reserved for snowstorms
- Parent teacher night:**  
November 20<sup>th</sup>, 2013  
February 20<sup>th</sup>, 2014

AUGUST 2013				
M	T	W	T	F
			1	2
4	5	6	7	8
12	13	14	15	16
19	20	21	22■	23■
26■	27■	28◆ <sup>1</sup>	29 <sup>2</sup>	30 <sup>3</sup>

SEPTEMBER 2013				
M	T	W	T	F
2•	3 <sup>4</sup>	4 <sup>5</sup>	5 <sup>6</sup>	6 <sup>7</sup>
9 <sup>8</sup>	10 <sup>9</sup>	11 <sup>10</sup>	12 <sup>1</sup>	13 <sup>2</sup>
16 <sup>3</sup>	17 <sup>4</sup>	18 <sup>5</sup>	19 <sup>6</sup>	20■
23 <sup>7</sup>	24 <sup>8</sup>	25 <sup>9</sup>	26 <sup>10</sup>	27 <sup>1</sup>
30 <sup>2</sup>				

OCTOBER 2013				
M	T	W	T	F
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7 <sup>7</sup>	8 <sup>8</sup>	9 <sup>9</sup>	10 <sup>10</sup>	11▲
14•	15 <sup>1</sup>	16 <sup>2</sup>	17 <sup>3</sup>	18 <sup>4</sup>
21 <sup>5</sup>	22 <sup>6</sup>	23 <sup>7</sup>	24 <sup>8</sup>	25 <sup>9</sup>
28 <sup>10</sup>	29 <sup>1</sup>	30 <sup>2</sup>	31 <sup>3</sup>	

NOVEMBER 2013				
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				1 <sup>4</sup>
4 <sup>5</sup>	5 <sup>6</sup>	6 <sup>7</sup>	7 <sup>8</sup> }	8■
11 <sup>9</sup>	12 <sup>10</sup>	13 <sup>1</sup>	14 <sup>2</sup>	15 <sup>3</sup>
18 <sup>4</sup>	19 <sup>5</sup>	20 <sup>6</sup>	21■	22■
25 <sup>7</sup>	26 <sup>8</sup>	27 <sup>9</sup>	28 <sup>10</sup>	29 <sup>1</sup>

DECEMBER 2013				
M	T	W	T	F
2 <sup>2</sup>	3 <sup>3</sup>	4 <sup>4</sup>	5 <sup>5</sup>	6 <sup>6</sup>
9 <sup>7</sup>	10 <sup>8</sup>	11 <sup>9</sup>	12 <sup>10</sup>	13 <sup>1</sup>
16 <sup>2</sup>	17 <sup>3</sup>	18 <sup>4</sup>	19 <sup>5</sup>	20 <sup>6</sup>
23•	24•	25•	26•	27•
30•	31•			

JANUARY 2014				
M	T	W	T	F
		1•	2•	3•
6■	7 <sup>7</sup>	8 <sup>8</sup>	9 <sup>9</sup>	10 <sup>10</sup>
13 <sup>1</sup>	14 <sup>2</sup>	15 <sup>3</sup>	16 <sup>4</sup>	17 <sup>5</sup>
20 <sup>6</sup>	21 <sup>7</sup>	22 <sup>8</sup>	23 <sup>9</sup>	24♠
27 <sup>10</sup>	28 <sup>1</sup>	29 <sup>2</sup>	30 <sup>3</sup>	31 <sup>4</sup>

FEBRUARY 2014				
M	T	W	T	F
3 <sup>5</sup>	4 <sup>6</sup>	5 <sup>7</sup>	6 <sup>8</sup> }	7▲
10■	11 <sup>9</sup>	12 <sup>10</sup>	13 <sup>1</sup>	14 <sup>2</sup>
17 <sup>3</sup>	18 <sup>4</sup>	19 <sup>5</sup>	20 <sup>6</sup>	21 <sup>7</sup>
24 <sup>8</sup>	25 <sup>9</sup>	26 <sup>10</sup>	27 <sup>1</sup>	28 <sup>2</sup>

MARCH 2014				
M	T	W	T	F
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10 <sup>3</sup>	11 <sup>4</sup>	12 <sup>5</sup>	13 <sup>6</sup>	14 <sup>7</sup>
17 <sup>8</sup>	18 <sup>9</sup>	19 <sup>10</sup>	20 <sup>1</sup>	21 <sup>2</sup>
24 <sup>3</sup>	25 <sup>4</sup>	26 <sup>5</sup>	27♠	28■
31 <sup>6</sup>				

APRIL 2014				
M	T	W	T	F
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7 <sup>1</sup>	8 <sup>2</sup>	9 <sup>3</sup>	10 <sup>4</sup>	11 <sup>5</sup>
14 <sup>6</sup>	15 <sup>7</sup>	16 <sup>8</sup>	17♠	18•
21•	22 <sup>9</sup>	23 <sup>10</sup>	24 <sup>1</sup>	25 <sup>2</sup>
28 <sup>3</sup>	29 <sup>4</sup>	30 <sup>5</sup>		

MAY 2014				
M	T	W	T	F
			1 <sup>6</sup>	2 <sup>7</sup>
5 <sup>8</sup>	6 <sup>9</sup>	7 <sup>10</sup>	8 <sup>1</sup>	9 <sup>2</sup>
12 <sup>3</sup>	13 <sup>4</sup>	14 <sup>5</sup>	15 <sup>6</sup>	16 <sup>7</sup>
19•	20 <sup>8</sup>	21 <sup>9</sup>	22 <sup>10</sup>	23 <sup>1</sup>
26 <sup>2</sup>	27 <sup>3</sup>	28 <sup>4</sup>	29 <sup>5</sup>	30■

JUNE 2014				
M	T	W	T	F
2 <sup>6</sup>	3 <sup>7</sup>	4 <sup>8</sup>	5 <sup>9</sup>	6 <sup>10</sup>
9 <sup>1</sup>	10 <sup>2</sup>	11 <sup>3</sup>	12 <sup>4</sup>	13 <sup>5</sup>
16 <sup>6</sup>	17 <sup>7</sup>	18 <sup>8</sup>	19 <sup>9</sup>	20 <sup>10</sup>
23■	24•	25■	26■	27
30				

In case of absence or lateness, please call the school at 418-683-1953

# **QUEBEC HIGH SCHOOL EDUCATIONAL PROJECT**

## **MISSION STATEMENT**

Quebec High School aims to develop confident, well-rounded, autonomous learners who are prepared to contribute to today's ever-changing society.

## **OUR SCHOOL MOTTO**

Our school motto is "**Animo et fide**" (Purpose and Integrity)

## **HISTORY OF QUEBEC HIGH SCHOOL**

Quebec High School came into being when Commissioners' High School, a co-educational high school under the jurisdiction of the Protestant Board of Commissioners of Quebec City, and the High School of Quebec, a private high school for boys, were amalgamated in 1941. The following is a brief outline of this history:

- 1769 *John Fraser opens first English language school in Quebec City*
- 1804 *High School of Quebec established*
- 1875 *Girls' High School founded*
- 1918 *Commissioners' High School named*
- 1941 *Quebec High School opened - addition of Webster Auditorium and Pollack Hall*

## **BELIEF STATEMENTS**

We believe that:

- Growth depends on the ability to change and adapt.
- Students should develop as autonomous and collaborative learners.
- Students should be stimulated and challenged.
- Students should develop a code of ethics that will guide them.
- Students should be open, caring, and respectful of others.
- Students need to develop a sense of belief in themselves.
- Students should possess the necessary skills to continue their education.

English is the primary language of instruction at QHS. It is spoken in class and its use is expected in all other areas of the school.

## **QHS TrailBLAZERS – Driven with Pride!**

## INFORMATION FOR STUDENTS AND PARENTS

### SCHEDULE

The school functions on a ten-day cycle with 5 classes per day.

Regular Schedule	
Warning Bell	8:40
<b>Period 1</b>	<b>8:45 - 9:10</b>
Transfer	9:10 - 9:15
<b>Period 2</b>	<b>9:15 - 10:25</b>
Break	10:25 - 10:35
<b>Period 3</b>	<b>10:35 - 11:45</b>
Lunch	11:45 - 12:40
<b>Period 4</b>	<b>12:45 - 13:55</b>
Break	13:55 - 14:00
<b>Period 5</b>	<b>14:00 - 15:10</b>

Compressed Schedule	
There is no Advisory/ DEAR	
Warning Bell	8:40
<b>Period 1</b>	<b>8:45 - 9:45</b>
Transfer	9:45 - 9:50
<b>Period 2</b>	<b>9:50 - 10:50</b>
Break	10:50 - 10:55
<b>Period 3</b>	<b>10:55 - 11:55</b>
Lunch	11:55 - 12:45
<b>Period 4</b>	<b>12:45 - 13:45</b>
Break	13:45 - 13:50
<b>Home Base Class</b>	<b>13:00 - 15:10</b>

### EMERGENCIES

Should the school have to be closed for an emergency or because of inclement weather this will be announced on local radio stations, on our website, and on our Facebook page. This will be done as early as possible.

### TERM REPORTS

TERM DATES	# DAYS PER TERM	VALUE %	REPORT DISTRIBUTION
<b>FIRST TERM</b> August 29 <sup>th</sup> – November 6 <sup>th</sup>	48 days	20%	November 20 <sup>th</sup>
<b>SECOND TERM</b> November 10 <sup>th</sup> – February 20 <sup>th</sup>	50 days	20%	March 11 <sup>th</sup>
<b>THIRD TERM</b> February 23 <sup>rd</sup> – June 23 <sup>rd</sup>	82 days	60%	July 10 <sup>th</sup>

### PROGRESS REPORT DURING THE YEAR

Parents may contact the teacher or the school administration for a general progress report at any time during the year. We also encourage parents to communicate with teachers by e-mail. All staff members' e-mail addresses can be found on the QHS website: [www.quebechighschool.net](http://www.quebechighschool.net)

### PROMOTION

The passing grade in all subjects is 60%. Promotion is achieved separately for each course; however, students who fail two or more of the core subjects (English, French, Mathematics) may have to repeat their year. **For secondary 5 students, a snapshot of their academic results will be taken on April 25<sup>th</sup>. On that date, their pass or fail status will determine their participation in the graduation ceremonies.**

## **CONDITIONS FOR OBTAINING A HIGH SCHOOL DIPLOMA**

For all students finishing their secondary studies in June 2015 the Ministry of Education will grant a High School diploma to those who have successfully completed a total of **54 credits in Secondary 4 and Secondary 5**. (20 of these credits must be at the Secondary 5 level). Of these credits, the following courses are compulsory:

<b>Secondary 4</b>	<b>Secondary 5</b>
History and Citizenship	English Language Arts
Mathematics	French Second Language
General Science and Technology <b>or</b> Applied Science and Technology	Ethics & Religious Culture <b>or</b> Physical Education and Health
Art Education	

## **EXAMINATIONS**

Formal evaluations will be administered in the form of LES's (Learning and Evaluations Situations) and ES's (Evaluation Situations) during the course of, and at the end of the school year. The Minister of Education sets uniform examinations in designated subjects at the end of the cycle. These are normally administered in the month of May and June and replace school examinations in these courses. Students may not be absent for examinations unless there is a valid medical reason.

## **STUDENT EVALUATION**

The year is divided into three terms. The teachers' evaluation for each term is based on the collecting of data, including daily marks, class tests, term papers, laboratory marks and quality of participation. There are common evaluation periods for students in all levels which are included in the grade appearing on the report. **Parents should not plan on holidays before the last day of the school year as evaluations take place throughout the month of May and June. Teachers are not responsible for providing work ahead of time to students who are absent for holidays or family vacations.**

## **PARENT-TEACHER EVENINGS**

Each September, parents are invited to the school for a General Assembly to be informed about the program of studies and receive the annual report. This is also when elections take place for the Parent Participation Organization, the Governing Board, the School Board Parent Committee and the Transportation Committee representatives. Parents are invited to the school twice a year, immediately after report cards, to meet their child's teachers: **November 25<sup>th</sup> and March 12<sup>th</sup>**.

## **REMEDIAL ASSISTANCE**

All teachers are available to provide extra help to students in need. They usually set up official remedial time during lunch. Students should make appointments with the subject teachers to get the help they need before falling behind in their work.

## **COURSE CHANGES**

Students select courses in the spring of each year. The requests are computerized and schedules are produced over the summer. It is difficult to accommodate class changes in September, so we urge you to make your initial course selection carefully. Course changes will be considered for only one or two days in September.

## **ERC /D.E.A.R**

Students begin every school day in either Advisory or D.E.A.R. (Drop Everything and Read). D.E.A.R also serves as a homeroom for organizational purposes. In Advisory, we cover the competencies seen in the Ethics and Religious Culture program as well as cover material dealing with life skills, career education and guidance issues.

## **COMPRESSED SCHEDULE**

Because of special events or activities, a compressed schedule might be followed.

## **SMOKE-FREE ENVIRONMENT**

Quebec High School is, by law, a smoke-free environment. Therefore, smoking is not allowed in the school or on school grounds.

## **STUDENT SERVICES**

The Student Services Department of Quebec High School has been formed to assist students who may need extra assistance with their studies or in other areas of their lives. Through the Student Services, you may access the Guidance Counsellor, Resource Teachers, Special Education/Behaviour Technicians, Spiritual and Community Life Animator, Social Worker, Nurse and the school Psycho educator.

## **AWARDS**

### **Cycle I & II**

Each term all students who achieve an overall average of 85% or more and who have no mark under 60% are placed on the Gold Honour Roll. Those who meet the same standard but with an 80% overall average are placed on the Silver Honour Roll.

All students who have achieved the Gold or Silver Honour Roll for terms 1 and 2 are given public recognition of these accomplishments on Awards Night which is held in June. Awards are also given at this time for merit or special recognition of service. Student participation in the field of sports is recognized in an awards ceremony held at the end of the school year.

## **PROCEDURES FOR STUDENT ATTENDANCE**

### **Responsibilities**

#### **The student is responsible for:**

1. Ensuring that his/her parent/guardian calls the school to inform us of justified absences. If it is impossible to call the school, the student must present a note written by a parent/guardian immediately upon his/her return.
2. Reporting to the Central Office whenever he/she enters the building after classes have started and/or when he/she leaves the building with **parental permission** before the end of the day.
3. Reporting to class on time or providing a "Late Slip" indicating either a valid or non-valid late.
4. Students with non-valid lates or absences will be subject to the measures as outlined in the Policy on Lateness.

#### **The parents/guardians are responsible for:**

1. Calling the Central Office or providing a note in the event of a planned absence. A message may be left, at any time, on the school answering machine at **418-683-1953 ext 8200**
2. Validating justified absences only.\*
3. Reinforcing the importance of being in school on a regular basis.
4. Ensuring that their children come to school on time.

**\*Justified absences: illness, death of a relative, scheduled appointment.**

## **SPECIAL NOTES**

1. **Unjustified lateness to class:** Consequences of unjustified lateness are outlined in the Policy on Lateness.
2. **In view of excessive absences or lateness:**
  - 2.1. The Vice-Principal will contact the home informing parents of the number of absences or lates, the importance of regular school attendance and the consequences of further absences or lateness.
  - 2.2. If the number of absences or lates continues to rise, the Vice-Principal, classroom teachers, and guidance counselor assess the student's attendance, achievement, discipline and health records. The review will result in recommendations to the Principal regarding course status and the consequence of future absences. The student and his/her parents will be advised by the Vice-Principal of these recommendations. **A Secondary V student with an absence rate of 10% or more will lose the privilege of participating in the Graduation Exercises.**

## **POLICY ON LATENESS**

**Late to school:** Students who arrive late must report to the office where it is established if the late is valid or not. Unjustified lateness to school will result in a detention.

**Late to class:** (periods 2, 3, 4, and 5): The teacher will indicate that the student is late on the attendance record and a detention will be issued.

Lateness to class is when the student is not in the classroom at the time the bell rings, indicating the beginning of the class.

- If a student is late to class because he/she is with another teacher, late slips will be available to teachers to validate lateness. If late slips are not available, a written note from the teacher will be sufficient.

## **HOMEWORK POLICY**

### ***Policy Intent***

The purpose of this policy is to establish a common understanding of homework for students at Quebec High School and to ensure student success.

### ***General Principles***

At the beginning of each term the teacher will explain to the students what is expected of them as far as homework is concerned. The students will be informed regarding the nature of the homework to be assigned and how it will affect the final mark for the course. It is the responsibility of the teacher to determine the relevance of individual assignments and to provide appropriate feedback to the student.

1. It is the responsibility of the student to complete the assigned homework on time.
2. Homework is an important part of our students' education. It provides the student with an opportunity to:
  - reinforce learning that has occurred during the day.
  - review material that has been presented in class.
  - work at his/her own pace.
  - develop work habits needed to succeed in future studies.



3. Homework consists of many different types of activities: reviewing, studying, reading, completing exercises, assignments, projects, etc. Not all homework has to be written assignments. Reading, studying and thinking about what is being taught and making one's own notes are also important. These activities should occur regularly, even when they are not specifically assigned.
4. Students must learn to balance their workloads and schedule their time. It is important to complete homework as soon as it is assigned and not wait until other homework is given. Doing homework promptly allows students time to seek any assistance they may need.
5. The time students take to do their homework varies. Some students may take longer than others to complete a particular assignment.
5. The parents' role is to encourage, support and whenever possible, help their children, so that each student may complete homework to the best of his/her ability.

### ***General Regulations***

1. On average, students should work daily on homework, review, or read as follows:  
**Cycle 1 - Sec. 1, 2 .....1 to 1.5 hrs/day**  
**Cycle 2 - Sec. 3, 4, 5.....1 to 2 hrs/day**
2. If a student is not able to complete assigned homework, he/she should contact the teacher within a reasonable amount of time prior to class to explain the situation.
3. Homework is reviewed and checked by the teachers to provide the students with feedback and to reinforce its importance. When homework is being neglected the teacher will advise the student; if the situation is not corrected, the teacher will advise the parents. Assignments are considered part of homework. Students in cycle one should be monitored weekly by the teacher and parent when being assigned long term projects and/or homework.

### ***Secondary 1 & 2 Procedure for Teachers When Homework is Not Completed***

The homework policy will be followed by teachers and students. When homework is not completed by a student and no valid reason exists, the following procedure is to be used:

1. The first time, a student does not complete homework the teacher advises the student and takes the necessary measures.
2. The second time, the teacher advises the student and parents/guardians and takes the necessary measures.
3. Repeat offenders are reported to the Responsibility Room, the parents are informed by the teacher and the students serve an official detention.

The intent of this procedure is to assist the student to organize his/her time efficiently, to foster better study habits and to ensure academic success. The follow up on homework is the parents'/guardians' responsibility.

### ***Secondary 3, 4 & 5 Procedure for Teachers When Homework is Not Completed***

At this level most students understand the value of doing homework. It is the student's responsibility to keep up with any assigned task. It is teachers' discretionary decision as to the follow-up on homework not done. Parents will be informed should their child's attitude toward homework hinder their academic progress.

## CODE OF CONDUCT

Respect and responsibility are the cornerstones of a Quebec High School education. The ideal discipline is self-discipline. Our expectations for student behaviour include respect for all members of the community.

### **A Quebec High School student is:**

- ✓ **Kind, respectful, courteous and cooperative.**
- ✓ **Considerate and proud of the appearance and reputation of the school and promotes this positive image at all times.**
- ✓ **Self-disciplined and assumes responsibility for his/her behaviour.**
- ✓ **On time for class and arrives with all necessary materials.**

The following behaviours will not be tolerated at Quebec High School. They will result in immediate intervention and/or possible suspension or expulsion. When required, police involvement, restitution and/or counseling may be necessary. Parents will be notified and student privileges may be suspended.

1. **Lack of Respect** - Students who by way of their language and/or actions demonstrate a significant, persistent disregard for common courtesy, politeness and respect.
2. **Defiance of Authority** – Students who refuse to carry out a reasonable request. This request may come from any member of staff.
3. **Smoking at school** - Provincial by-laws prohibit smoking in all public buildings and property such as hospitals and schools in the Province of Quebec. Students and staff are not permitted to smoke in school or on the school grounds.
4. **Physical Aggression, Fighting or any form of Harassment directed at another person at school** - The Central Quebec School Board has a zero tolerance policy for violence, including harassment of any kind such as racist, homophobic or sexist comments or gestures. Assault, taxing and uttering threats whether in person or through electronic media are criminal offences and may lead to legal action.
5. **Damage or Theft** - Any student who willfully damages, defaces or steals school property or someone's personal belongings.
6. **Bullying** - *The word “bullying” means any repeated direct or indirect behaviour, comment, act or gesture, whether deliberate or not, including in cyberspace, which occurs in a context where there is a power imbalance between the persons concerned and which causes distress and injures, hurts, oppresses, intimidates or ostracizes.<sup>1</sup>*

When a student feels he/she is victim of bullying that student will inform a staff member, the Vice-Principal, or the Principal. **Depending on the gravity of the situation:**

- The victim may receive coaching in using a pro-active response to the bully(ies)'s behaviour.
- The school administration may:
  - address the situation directly with the bully(ies),
  - inform the bully(ies) of the CQSB Policy against all forms of harassment,

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<sup>1</sup> Bill 56, An Act to prevent and stop bullying and violence in schools, Chapter 19, Québec Official Publisher, 2012

- implement consequences that include: detention, suspension or expulsion from the school and/or school board. (The gravity of the offence will dictate the punishment: a first offence does not necessarily equal a detention.)
- Set up a meeting between the school police officer and the bully(ies) so as to inform him (them) of legal repercussions of bullying,
- Inform the parents of the victim that legal recourse is available,
- Inform the parents of the bully(ies) that a meeting has been set between their child(children) and the school police officer.

Should the bullying behaviour take place on a city bus, the same procedure as outlined in A) will be taken

Should the bullying behaviour take place on a school bus, the director of the CQSB Transport Department will be informed of the situation. Depending on the gravity of the situation a letter of warning will be sent to the home of the bully(ies). Parents of the victim will be consulted by the school administration prior to any contact with the CQSB Transport Department about the particular situation.

In situations of cyberbullying the victim will be asked to provide a printed copy of comments made on social media or on communication technologies. Procedures outlined in A) will be followed.

- If the bullying takes place in “cyber” space the perpetrator will be refused access to computers or electronic devices on school grounds, including their personal devices, i.e. cell phone.
7. **Drugs and Alcohol** - Involvement with drugs, drug paraphernalia and/or alcohol at school is a serious matter and will have serious consequences for students who are found in possession of drugs or alcohol.

*The Supreme Court of Canada handed down a judgment in 1998 that reaffirmed the right of teachers and school administrators to carry out searches of students and/or their locker when there are reasonable grounds to suspect that a law has been broken, including suspicion that drugs/alcohol may be found. If it should happen that any banned substance is found, then consequences will be serious and swift. Refusal by a student to be searched or to have their locker searched is, in the eyes of the law, an admission of guilt.*

If, during the search, banned substances are found in a quantity that would indicate personal use, the following protocol takes place:

- The student is suspended for up to five school days.
- The student's parents are informed.
- Banned substances are confiscated, catalogued and sealed.
- The Police are informed, and arrangements are made for the materials to be delivered to the Police.
- The Police will open a file. Parents and students will be contacted.

At the end of the suspension, the student will return to school with his/her parents. The student must take part in the Drug Awareness Mentoring Intervention Team support program for the minimal amount of time (six weeks).

If the amount of drugs or paraphernalia found in a student's possession is of a sufficient quantity that would indicate the trafficking (possession for selling) of drugs, then the student will face the following sanctions:

- The student is suspended for up to five days.
- The school administration makes a recommendation to the Board for the expulsion of the student.
- The Police are informed and a criminal file is opened.

Possession of the following items by students is prohibited at QHS. These items will be confiscated:

- Weapons; authentic or look alike, in whole or in part.
- Fireworks and stink bombs
- Hazardous materials or substances
- Spray paint
- Laser pointers and pens
- Pornographic material (including electronic versions)

8. **Skate boards and roller blades** – These items are not to be used on school grounds at any time.
9. **Eating and drinking** – is permitted in designated areas only. Students are expected to clean up after eating.

**All school rules apply when a student is off-campus during the school day, on a field trip, when representing the school on a sports or cultural team, or when participating in a school-sponsored activity or trip.**

### **General Expectations**

- Students who do not meet the following expectations will be referred to the Responsibility Room or school administration and parents will be notified. Students may be subject to an official detention and repeat offenders could face in-school suspension and loss of privileges.
- **Should a student not report to his/her detention an automatic one day in-school suspension will be served the very next school day.**

### **Classroom:**

#### **Electronic devices:**

##### **Sec. 1 and Sec. 2**

No personal electronic devices are to be used by secondary 1 and secondary 2 students during class time. This includes MP3, iPods, cell phones, ear bud, ear phones. **Personal electronic devices are not to be brought to class at all.**

If so, these items will be confiscated. The period of confiscation will increase with the number of offences: 1<sup>st</sup> offence – one day, any further offences the item will be kept until the following Friday, end of the day. Should an item be confiscated on a Friday the student will be asked to hand it in the following Monday and it will be kept for that week.

Students are responsible for the security of their own personal electronic device.

##### **Sec. 3, 4 & 5**

The same rule applies at these levels unless the teacher allows the use of an electronic device for pedagogical purposes. Use of electronic devices is a privilege, not a right.

No electronic device may be used **during examination periods.**

- All head gear (caps, hats, hoods, tuques, bandanas, visors) are not permitted in classrooms, resource room, library, computer room or at the office.

- Students must have in their possession their agenda when out of the classroom during scheduled class time. The agenda must be signed on the appropriate page by their teacher.
- Students are not allowed to loiter in bathrooms or hallways during scheduled class time.
- Students must adhere to the policy on lateness.
- Bags, coats and purses are not allowed in class.
- Cheating, plagiarism and forgery are not tolerated.
- Students must arrive to class with all necessary materials.

### **Community:**

- No littering.
- Students must respect the QHS dress code.
- Secondary 1 and 2 students are to remain on campus during the school day.
- Profanity in spoken and written language, as well as musical lyrics is not tolerated at QHS.
- The throwing of snowballs is not permitted.
- Food or water fights are not permitted.
- Students are expected to be aware of and to follow the specific rules of conduct for computer, library and locker use at QHS.

### **DRESS CODE**

We have a very simple code, which is based on good taste and decency.

1. Wear clothing in good condition (intentionally torn or frayed clothing is not permitted). Excessively baggy pants, tube tops and "low-cut" tops are not permitted.
2. Be neat and clean.
3. Undergarments should not be visible.
4. Use of clothing/accessories with slogans or designs, which promote or depict violence, substance abuse, or sexually explicit or racist in nature are not permitted.
5. Ensure that shorts and skirts are of "Bermuda short" length.
6. Students are expected to wear appropriate footwear during the day. Bare feet or socks only are not appropriate.
7. Body piercing of an excessive nature deemed to be dangerous to students or others is not permitted.

### **WHAT HAPPENS IF I VIOLATE A DRESS CODE?**

At the first offence you will be offered the opportunity to change if you have any other clothes with you. If you do not have clothes to change into, you will be offered clothes from the office or the opportunity to go home and change if your parents can be contacted. At the second occurrence you will be sent home as soon as your parents can be notified.

### **WHAT IF I GET SICK WHILE AT SCHOOL?**

Ask to be excused from class and come to the office. If you are too ill to go back to class we will attempt to contact your parents to arrange your transportation home or to the doctor. It is not reasonable to assume that you would spend an entire period in the washroom due to illness, as this will be treated as skipping.

### **WHAT IF I HAVE TO LEAVE FOR AN APPOINTMENT?**

Have your parents notify the office prior to your departure. Check out with the secretary when you leave and check in when you return. Failure to sign in and out properly will result in detentions being assigned.

## **DO I GET A LOCKER?**

Yes, a locker will be assigned to you on the first day of school. You are to keep it all year. You are responsible to maintain both the inside and outside of this locker clean, which means keeping it free from graffiti, etc. Do not change lockers without permission as we may cut off your lock. Do not give your lock combination to anyone else. Please note that the school is not responsible for loss or damage to articles brought to school. The locker is considered school property and may be searched any time with or without the student's presence.

Students are to put on their lockers the combination lock provided by the school. Any assigned locker without the school combination lock will be bolted and the student will lose access to his/her locker.

## **WHAT IF I NEED TO PHONE?**

The office phones are for staff use and may be used by students for emergencies only. Cell phones are not to be used during class time. **Parents should call the office if they need to contact their child during class time.**

## **WHAT IF I AM SENT OUT OF CLASS?**

Students sent out of class will be directed to the Responsibility Room following an official written request by the classroom teacher. In cases of gross misbehaviour or inappropriate behaviour in the Responsibility Room, students will be sent to the office for administrative sanctions. (i.e. detention, suspension).

## **TEXTBOOKS**

Textbooks are loaned to students. The student must pay for damaged or lost textbooks.

## **USE OF PARKING LOT**

The parking lot is reserved for the use of the school personnel and visitors only. **Students are not to park in the school parking lot.**

A student who changes residence during the school year should report to the Office to give his/her new address and telephone number.

## **INSURANCE**

Several accident insurance plans are made available to students at the beginning of each school year. The school urges parents to see that their children are properly insured especially if they are involved in athletics. Theft of a pupil's personal effects is not covered by the insurance carried by the Board. The Central Quebec School Board and Quebec High School do not provide a blanket insurance coverage.

## **LIBRARY REGULATIONS**

Students use the library to study or to do research. So that all library users may work undisturbed, silence must be maintained at all times.

1. Students may sign out books during the lunch hour (12:00-12:30) and class periods held in the library.
2. During regular class periods, admittance to the library is restricted:
  - to students accompanied by teachers
  - to students holding a pass signed by a teacher to do specific research as previously arranged.  
If a group is already working in the library, it is the supervising teacher's discretionary decision to give this student access or not to the library facilities.
3. Books will be available for a 15-day loan period with a maximum of five books permitted at a time.
4. Students will be required to pay for lost or damaged books.
5. Reference books such as encyclopaedias and dictionaries are to be used in the library only.
6. No hats or backpacks are permitted in the library.
7. Food and drinks must not be brought into the library.
8. Furniture should not be moved. If furniture is moved for any purpose it is to be placed back before students leave the library.
9. Library computers are to be used for school-related work only.
10. Students are expected to follow the directives of the librarian or supervising teacher at all times.

## **SCHOOL TRANSPORTATION**

The Central Quebec School Board provides bus transportation for some of its students. In order to maintain their right to use school buses, pupils must observe the regulations. These regulations will be mailed home from the school board. The rules are designed to ensure the safety and comfort of all students who are required to travel by school bus. For information on bussing, please contact the transportation office at 688-8730 extension 3101

## **REIMBURSEMENT OF BUS PASSES**

Given that high school students in the metropolitan Quebec City area must use the public transportation network to travel to and from school, the School Board shall reimburse 70% of the cost of the student's bus pass providing they live more than 2 kilometres from the school.

Parents/students will purchase bus passes and reimbursements will be issued twice yearly, in January and in July.

## INFORMATION

Ami-Québec (Mental Health)	1-877-303-0264
Amicale Alfa de Québec inc.	418-647-1673
Joueurs anonymes	418-871-0131
Center for suicide prevention	1-866-277-3553
Centre CASA	418-871-8380
Centre communautaire L'Amitié inc.	418-522-0737
Centre d'accueil le Portage de St-Malachie	418-642-2472
Centre d'aide aux joueurs compulsifs	418-663-1771
Centre de réadaptation en dépendance de Québec cruv.qc.ca	418-663-5008
Info Santé	8-1-1
La Croisée des chemins, Centre d'intervention spécialisé en toxicomanie	418-227-0897
J'arrête, (site Internet pour s'aider à arrêter de fumer)	1-866-527-7383
Jeu :Aide et référence	1-800-461-0140
Joueurs anonymes	418-871-0131
Kids Help Phone	1-800-668-6868
Le Grand Chemin	418-523-1218
Le Passage, Centre aux proches (alcool, drogues, jeu)	418-527-0916
Le Rucher, Maison d'entraide pour toxicomanes	418-872-0110
Maison d'aide La Villa	418-337-8808
Maison de Job 1 et 2	418-845-3072
Maison Lauberivière	418-694-9316
Maison d'entraide L'Arc-en-ciel	418-522-2915
Maison Hélène-Lacroix	418-527-4682
Maison Marie-Frédéric – Auberge du coeur	418-688-1582
Narcotiques anonymes	1-800-879-0333
Points de Repères	418-648-8042
Portage Québec	418-524-6038
Projet intervention prostitution de Québec (P.I.P.Q.)	418-641-0168
Résidence Le Portail	418-878-2867
Revivre	1-866-738-4873
Teljeunes	1-800-263-2266
Villa Ignatia	418-849-6534



## **CENTRAL QUEBEC SCHOOL BOARD**

### **Guidelines for the acceptable use of Internet, Board computer facilities and school special activities**

The School Board and the school wish to ensure that all students benefit from a secure environment. Please read the following carefully. A consent form is sent to you. The consent obtained by completing the form will remain in effect for the school year. Students who have not had this form completed and on file will not have access to the computer facilities at school.

#### **Internet and computer facilities**

The school board believes that the Internet and computer facilities are educational tools that are an essential part of a student's basic education. All computer usage must respect the mission of the school. Unfortunately, we know that we cannot completely control material that students may access on the Internet or on the school facilities.

1. Use of the computer facilities is a privilege and not a right. Abuse of these guidelines and of those established by the school, may lead to loss or suspension of the student's access to these facilities. A decision by the Board or a school level administrator to revoke such use is final and may result in additional disciplinary action.
2. Appropriate and ethical use includes:
  - a respect for the rights of others: students must be polite, responsible, use appropriate language, respect confidentiality (accessing someone else's code, files, etc. is not permitted)
  - a commitment to use the Internet wisely
  - use or support of heinous, obscene or illegal activities is prohibited
  - placing only lawful information on the system (i.e. respect copyright)
3. Computer facilities are shared resources to be used for educational purposes according to guidelines established by the school.
4. The student and/or parent will not hold the teacher, school, or School Board liable for accidental exposure to inappropriate materials from the Internet or on the school facilities.

#### **Publication of student work and photographs**

Students have their names, photographs, texts, artwork, video, audio, or other derivative works published in the school and elsewhere. This means that your son/daughter's name will be available to the general public. Permission to do so must be obtained from the parents of the student under 18 years of age or from the student if 18 years of age or more.

A consent form will be provided by the office for you to sign. This form will be kept on record by the administration.

**Everyone's cooperation and support in these matters is extremely important and very much appreciated. Questions or comments may be addressed to the Principal or the Vice-Principal.**

Please sign to acknowledge reading the QHS Code of Conduct

Parent's Signature \_\_\_\_\_

Student's Signature \_\_\_\_\_

September 2014

# QUEBEC HIGH SCHOOL PASS PAGE: 2014 - 2015

## HALL PASSES

Student requests to leave the classroom will only be honoured with the agenda book passes below. Please keep these pages intact. **Ripped out or replaced pages will not be honoured.** Students may not use agendas assigned to others for hall passes. Ten Passes per term may be used to go to the bathroom or to your locker. The agenda must be carried at all times when students leave class.

*Any lost or stolen agendas must be replaced by purchasing a new one from the office.*

**STUDENT NAME:** \_\_\_\_\_

### TERM 1

	DATE	DESTINATION	TIME OUT	TEACHER SIGNATURE	TIME IN	TEACHER SIGNATURE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
<b>Special Instructions</b>						

# QUEBEC HIGH SCHOOL PASS PAGE: 2014 – 2015

STUDENT NAME: \_\_\_\_\_

## TERM 2

	DATE	DESTINATION	TIME OUT	TEACHER SIGNATURE	TIME IN	TEACHER SIGNATURE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
<b>Special Instructions</b>						

# QUEBEC HIGH SCHOOL PASS PAGE: 2014-2015

STUDENT NAME: \_\_\_\_\_

## TERM 3

	DATE	DESTINATION	TIME OUT	TEACHER SIGNATURE	TIME IN	TEACHER SIGNATURE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
<b>Special Instructions</b>						