

## General Information

### SCHEDULE

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

<b>Regular Schedule</b>	
Warning Bell	8:40
<b>Period 1</b>	<b>8:45 - 9:10</b>
Transfer	9:10 - 9:15
<b>Period 2</b>	9:15 - 10:25
Break	10:25 - 10:35
<b>Period 3</b>	10:35 - 11:45
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>

<b>Compressed Schedule</b> 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>	9:50 - 10:50
Break	10:50 - 10:55
<b>Period 3</b>	10:55 - 11:55
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>14:00 - 15:10</b>

### EMERGENCIES

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

### TERM REPORTS

TERM DATES	# DAYS PER TERM	VALUE %	REPORT DISTRIBUTION
<b>FIRST TERM</b> August 31 <sup>st</sup> – November 3 <sup>rd</sup>	43 days	20%	November 20 <sup>th</sup>
<b>SECOND TERM</b> November 7 <sup>th</sup> – February 9 <sup>th</sup>	47 days	20%	March 15 <sup>th</sup>
<b>THIRD TERM</b> February 14 <sup>th</sup> – June 22 <sup>nd</sup>	90 days	60%	July 10 <sup>th</sup>

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. Mid-year exams will be from January 23<sup>rd</sup> to January 26<sup>th</sup>.

## 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, after report cards, to meet their child's teachers: **November 23<sup>rd</sup> and February 16<sup>th</sup>**. Report cards and communications are sent electronically.

## 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.com](http://www.quebechighschool.com)

## 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 25th. 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 2016 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:

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

## 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.

## 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

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.

## ATTENDANCE

### **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.

### **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**.
2. Validating justified absences only.\*
3. Validating absence within 48 hours of the absence.
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.**

**Teachers are not responsible for providing work ahead of time to students who are absent for holidays or family vacations.**

## 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. Lateness must be validated within 48 hours.

**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.

### **In view of excessive absences or lateness:**

- The school 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.
- If the number of absences or lates continues to rise, the school team assesses 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 school of these recommendations.

**A Secondary V student with an absence rate of 10% or more might lose the privilege of participating in the Graduation Exercises.**

## HOMEWORK

### ***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.
6. 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 might serve an official detention / mandatory remediation.

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.

## 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 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. If furniture is moved for any purpose it is to be placed back before students leave.
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 3100.

### 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.

## PARKING

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.