

IMPORTANT SCHOOL INFORMATION and PROCEDURES

The following provides important information and procedures for parents and guardians regarding student attendance, punctuality, and school communication. At the heart of our school community are five core values that guide everything we do: **respect, open-mindedness, self-control, integrity, and kindness.**

These values shape our expectations for student behaviour and help create a positive, inclusive learning environment where all students can thrive. At the end of the Information and Procedures section, you will find the Code of Conduct.

Each section in this document refers to important procedures that all students and families should know.

ATTENDANCE and PUNCTUALITY

Student Responsibilities:

- Make sure the parent/guardian informs the school of any justified absences through *Clic École*.
- Check in at the main office when they arrive late or leave early with **parental permission**.
- Arrive in class on time or bring a late slip (valid or not) and all their material.

Before or after any absence, students must:

- Meet their teacher during remediation time (not during class) to catch up.
- Check Teams and message their teacher, who will respond during school hours.
- Gather materials and complete any missed work.
- Submit the work on time.

Parent/Guardian Responsibilities:

- Notify the school of absences, by using *Clic École*. Request an access code if needed.
- Confirm justified absences within 24 hours.
- Emphasize the importance of regular attendance.
- Ensure their child arrives at school on time.

In exceptional circumstances, parents can email the office at ghs@cqsbc.qc.ca or call at 418-683-1953.

Valid absences include the following: illness, death in the family, scheduled appointments, and weather conditions.

Vacations or prolonged absences:

Teachers are not required to provide work in advance or offer makeup tests. Retakes are at the teacher's discretion.

Parents should not plan holidays during the school year, especially during exam periods. Evaluations can take place at any time. Exams days are planned from December 15 to December 19. The months of May and June are especially important as there are preparation tasks for Ministry exams.

Late to school:

- Students must report to the office when they arrive late.
- The office will determine if the lateness is valid. An invalid lateness results in a detention.
- Parents must validate the reason for the lateness by the end of the day on *Clic École*.

Late to class (Periods 2, 3, and 4):

- Teachers will mark the student as late in the attendance system.
- A detention will be issued.

Excessive absences or lateness:

- The school will contact parents to explain the situation and possible consequences.
- If the issue continues, the school team will review the student's records (attendance, academics, behaviour, and health).
- Based on the review, recommendations will be made to the Principal about the student's course status and future consequences.
- Parents and the student will be informed of these decisions.

Graduation Eligibility (Secondary 5 students):

Students with an absence rate of 10% or more may lose the privilege of participating in the Graduation Ceremony.

COMMUNICATIONS and REPORTING

Clíc École app:

The school uses the portal for most communications. Parents can consult the following information:

- The daily timetable
- Attendance
- Official report cards
- Resale fee invoice

We recommend parents to use *Clíc École* to signify an absence for their child. This is a much easier mode of communication than the telephone or email.

Emails from QHS staff to parents:

Note that the portal automatically sends all email messages to parents/guardians in blind cc. For example, a teacher may send a message to a child's parent regarding a missed assignment. Both parents/guardians receive the message.

Academic results:

In *Clíc École*, parents/guardians can access academic results during the school year.

Note that the posted results are meant to give an idea of how the student is doing on individual assignments, quizzes, and tests. There are some important points to consider:

- Please do not attempt to calculate an overall grade since the weighting of the results is subject to change.
 - For example, a quiz out of ten points does not represent ten percent of the term mark.
- The professional judgment of the teachers.
 - For example, a teacher may decide to use the best four out of five quiz marks.

Formal communications:

Only the official Report Cards state whether a student passes or fails a course. There are 4 official communications in the school year. The first communication is sent by October 15. Three report cards are issued. The three official terms are divided as follows. More details regarding the evaluation of student learning can be found in our Standards and Procedures on the school website.

TERM DATES	# DAYS PER TERM	VALUE %	REPORT DISTRIBUTION
FIRST TERM August 31 – November 6	45 days	20%	November 20
SECOND TERM November 9 – February 5	51 days	20%	February 20
THIRD TERM February 9 – June 23	84 days	60%	July 10

HOMework

Homework is a key part of your learning. It helps reinforce what you learn in class, gives you a chance to work at your own pace, and helps build study habits for future success.

General Principles

- Teachers will explain homework expectations and how homework affects your final mark at the start of each term.
- Homework includes reading, reviewing, studying, completing exercises, projects, and making notes—even if not specifically assigned.
- It's your responsibility to complete homework on time and seek help early if needed.
- Workloads vary, so manage your time wisely. Don't leave things until the last minute.
- Parents/guardians are encouraged to support and help when needed.

Daily Time Guidelines

Sec. 1–2 (Cycle 1): 1 to 1.5 hours per day

Sec. 3–5 (Cycle 2): 1 to 2 hours per day

When homework is not completed

If homework is missed without a valid reason, teachers may meet with the student, contact parents/guardians, send the student to complete work in an alternative space, give a lunchtime detention to complete the work.

The goal is to help you stay organized, improve study habits, and succeed academically.

Parents/guardians share responsibility for follow-up.

PROMOTION

The passing grade in all subjects is 60%. Promotion is achieved separately for each course.

Promotion in Cycle 1 (Secondary 1 and 2):

Students must pass most of their core subjects (English, French, Mathematics, History and Science) to move from secondary 1 to secondary 2.

Promotion in Cycle 2 (Secondary 3, 4 and 5):

In the second cycle of secondary, students are promoted by subject. This means that to get promoted to the next level in the same subject, students will have to pass the previous level. For example, students will have to pass Mathematics Secondary 3 to be promoted to Mathematics Secondary 4. See the Evaluation of Student Learning section on the school website for more information.

For secondary 5 students, a snapshot of their academic results will be taken in April. On that date, their pass or fail status will determine their participation in the graduation ceremony.

REMEDIAL ASSISTANCE

All teachers are available to provide extra help to students in need. They usually set up official remedial time during lunch. ***Students are responsible for meeting their subject teachers to get the help they need before falling behind in their work.*** The remediation schedule can be found on the school website.

STUDENT SERVICES

Quebec High School offers a variety of services to assist and enrich the students' experience at school. Students may meet with the Counsellor in Academic Training, Resource Teachers, Special Education/Behaviour Technicians, Community Development Agent, Social Worker, Nurse and the school Readaptation Officer.

CONDITIONS FOR OBTAINING A HIGH SCHOOL DIPLOMA

For all students finishing their secondary studies in June of this school year, 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. Among the Secondary 4 and 5 credits, the following are mandatory:*

Secondary 4	Secondary 5
History and Citizenship (4 credits)	English Language Arts (6 credits)
<i>Mathematics:</i> Cultural, Social and Technological (4 credits) or Scientific and Technical (6 credits)	French Mother Tongue (6 credits) or French Second Language Enriched (6 credits) or French Second Language (4 credits)
General Science and Technology (4 credits)	Culture and Citizenship in Quebec (2 credits) or Physical Education and Health (2 credits)
Art, Drama or Music (2 credits)	

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.

Parents can drive their child to the school, but they must drop them off at the front door or on Père-Marquette Street. Access to the parking lot is very intricate, especially during the rush hour periods.

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, the CQSB Website and on the CQSB Facebook page. The CQSB system sends emails to all families and staff affected by the closure.

For an emergency closing during the day, the CQSB sends a message to all parents informing them of the situation. The school will send final communications after the situation is under control.

RESPONSES TO BEHAVIOUR ISSUES

All staff members are responsible for signaling infractions to the Code of Conduct, which is sent to all parents and students at the beginning of the school year. The complete Code of Conduct is in the next section. It is also accessible on our school website.