

“Animo et Fide”



ABOUT QUEBEC HIGH SCHOOL

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*

Mission Statement

Quebec High School fosters a culture of inclusion and empowers students to become skilled, bilingual lifelong learners who can advocate for themselves and their community and become active citizens.

Our School Motto

Live Together, Learn Together, Lead Together!

Our Values

At Quebec High School, we believe all students can learn at high levels. We do this by:

- Focusing on the academic success of each student through a blend of tradition and innovation.
- Building leaders through authentic community experiences.
- Providing all students with a wide variety of opportunities both in and outside the classroom.
- Fostering a culture of respect and acceptance of diversity and individuality.
- Encouraging the development of perseverance, resilience and autonomy.
- Fostering positive student-staff relationships.
- Ensuring students become bilingual individuals.
- Ensuring students achieve success through academics, the arts, athletics and a sense of community.

At Quebec High School, success means that students are skilled lifelong learners who are emotionally and physically healthy and equipped to face the next chapter of their lives.

IMPORTANT SCHOOL INFORMATION

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 our Facebook page. The CQSB system sends an email to all families and staff affected by the closure.

COMMUNICATIONS and REPORTING

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.

TERM DATES	# DAYS PER TERM	VALUE %	REPORT DISTRIBUTION
FIRST TERM August 28 th – November 7 th	47 days	20%	November 20
SECOND TERM November 11 th – February 4 th	49 days	20%	February 20
THIRD TERM February 5 th – June 20 th	84 days	60%	July 10

Parents should not plan on holidays before the last day of the school year as evaluations take place throughout the school year. Exams days are planned from December 18 to December 20. The months of May and June are especially important as there are preparation tasks for Ministry exams.

PARENT-TEACHER EVENINGS

Take note of the following dates.

September (date to be determined): *General Assembly*

Parents are invited to the school for a General Assembly to be informed about the program of studies and receive the annual report from the principal and the Governing Board chairperson. This is also when elections take place for the Governing Board, the School Board Parent Committee and the Transportation Committee representatives.

November 28th and February 20th : *Meet the staff*

Parents are invited to a meeting twice a year, after report cards, to meet their child's teachers and other staff members involved with their child. Report cards and communications are accessible through the Parent Portal.

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 and to consult the Mozaik Parent Portal.

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, History and Science) may have to repeat their year.

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 ceremonies.

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)*. 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	Culture and Citizenship in Quebec or 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 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

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 Counsellor in Academic Training, Resource Teachers, Special Education/Behaviour Technicians, Community Learning, Social Worker, Nurse and the school Readaptation Officer.

AWARDS – HONOUR ROLL

Each term, all students who achieve an overall weighted average of 85% or more and who have no mark under 60% are placed on the Gold Honor Roll. Those who meet the same standard but with an 80% overall average are placed on the Silver Honor Roll. The weighted average means that courses that count for more credits count for more in the calculation of the average.

All students who have achieved the Gold or Silver Honor 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 students are responsible for:

1. Ensuring that their parent/guardian contacts the school to inform us of justified absences. It is the parents' responsibility to declare absences in a timely manner through the Mozaik Parent Portal.
2. Reporting to the main office whenever they enter the building after classes have started and/or when they leave 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. Before or after an absence, no matter the reason:
 - a) Meet with the teacher to get the information they need. This should be done during a remediation period, not during class time.
 - b) Consult Teams and communicate with their teachers via the platform. Note that messages will only be answered during working hours.
 - c) Gather all the material they need and do the work requested by the teacher.
 - d) Hand in the work on time.

The parents/guardians are responsible for:

1. Contacting the school regarding absence. The most efficient method is to validate the absences through Mozaik Portail. If parents do not have access, they should request an access code from the school secretary.

In exceptional circumstances, parents can email the office at qhs@cqsbc.qc.ca or leave a message on the school answering machine at **(418) 683-1953**.
2. Validating justified absences only within 24 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.

****Valid justified absences: illness, death of a relative, scheduled appointment, weather conditions.***

Prolonged absences (holidays or family vacations):

If a student is absent due to a prolonged holiday or family vacation, note that teachers are not responsible for providing work ahead of time or for providing a retake evaluation due to the absence. A retake evaluation will be offered at the teacher's discretion only.

Late to school: Students who arrive late must report to the office where it is established if the late is valid or not. An unjustified late to school will result in a detention. Tardiness must be validated by the end of that day.

Late to class: (periods 2, 3, and 4): 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 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 their parents will be advised by the school of these recommendations.

A Secondary 5 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 their 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 their 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 students are not able to complete assigned homework, they 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 them; 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 parents when being assigned long term projects and/or homework.

Procedure for When Homework is Not Completed

The homework policy will be followed by teachers and students. When homework is not completed and no valid reason exists, it is the teacher's discretionary decision on homework not done. Here are some of the possible measures that can take place:

- Conference with the teacher
- Discussion with the parent
- Student sent out of class to do the work in the resource room
- Mandatory remediation period at lunchtime

The intent of this procedure is to assist students in organizing their time efficiently, to foster better study habits and to ensure academic success. The follow up on homework is the parents'/guardians' responsibility.

LIBRARY- MEDIA CENTER REGULATIONS

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

1. Students may sign out books or electronic devices during the span of the day.
2. During regular class periods, admittance to the library is for:
 - students accompanied by staff members;
 - students who wish to sign out an electronic device;
 - students holding a pass signed by a staff member 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 are available for a 15-day loan period with a maximum of five books are permitted at a time.
4. Electronic devices are available for a loan for 1 day. All electronic devices must be returned to the Media-Center at the end of the day.
5. Students will be required to pay for lost or damaged books or electronic devices.
6. Reference books such as encyclopedias and dictionaries are to be used in the library only.
7. No hats or backpacks are permitted in the library.
8. Food and drinks must not be brought into the library.
9. If furniture is moved for any purpose it is to be placed back before students leave.
10. Library computers are to be used for school-related work only.
11. Students are always expected to follow the directives of the librarian or supervising staff member.

SCHOOL TRANSPORTATION

The Central Quebec School Board provides bus transportation for some of its students who attend high school. 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 6667.

BUS PASSES

For students using the RTC, the parent will purchase (at his or her own cost) the Opus card. They will then have to purchase a bus pass (which will be free of charge, as the cost of the pass will be billed directly to the school board) valid from the first day of school until June 30th of the following year. This pass can be used anytime from Monday to Friday inclusively.

For students using STLévis or the Société de Transport du Saguenay, the parent will have to purchase (at his or her own cost) the Opus card. They will then purchase the lowest-cost bus pass for the STLévis. This pass will be reimbursed at 100% by the School Board.*

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.