



EXAMINATIONS AND EVALUATIONS

Report Cards

Formal report cards are issued three times per year. The first report card (informal) will be “comments only” to provide information about performance at the start of the year. Marks (grades) are provided at the end of the first, second and third term. For Cycle 2, (Secondary IV and V students), a Ministry **Transcript of Record** will be mailed to the student in July, to provide the final grades and credits in each of the Secondary IV and V courses completed. This information will be crucial for Secondary IV students to assess their eligibility for promotion to Secondary V courses and to submit for CEGEP application and entry in Secondary V. All report cards are available to parents and students via their portal account. Printed copies will only be provided to parents who do not have access to the internet and make a formal request to the school.

Communication between Parents and the School

Parents are invited to meet formally with their child’s teachers to discuss achievement twice during the school year at the parent-teacher interviews. Parents of students who are experiencing difficulty during the term will receive one or more forms of communication from a teacher, such as:

- A telephone call
- A note in the student agenda
- E-mail

Parents are also encouraged to contact the teachers for information regarding their child’s progress as needed. Inquiries regarding the report cards should be directed to the teacher of the subject in question or to the appropriate Vice Principal.

Parents who wish to meet with any school personnel are asked to make an appointment in advance.

School

Formal examinations and evaluations will be administered to students in January, May and June. It is important to note that students will be evaluated in class on an on-going basis during the year in accordance with MEES assessment requirements. Any absence will be detrimental to student success.





MEES

The Ministry of Education sets uniform examinations in designated subjects in Secondary II, IV and V. These are normally administered in the months of May and June. A Ministry transcript providing the final results in the course will be issued mid-July for students in Secondary IV and V. Supplementary examinations, where applicable, are offered in August and January through the Riverside School Board.

Eligibility

To be eligible to write a school examination, a student must be legally enrolled and have completed the course of study. Only the Ministry of Education may authorize an exception to this rule.

STUDENT EVALUATION

Rules Pertaining to all Examinations and Common Evaluations.

Attendance / Absence

1. Subject class lists will be posted in the main foyer each day; check these lists to find the location of the exam.
2. It is very important to check the exam schedule in advance to determine the correct date and time of each exam. Students are responsible for being present and on time. Report to the exam room at least 5 minutes before the start time of the exam.
3. Transportation difficulties do not validate absence or lateness beyond the allowed entry time.
4. Students who arrive to the room after the exam /evaluation period begins will be escorted to a Vice Principal, who will determine if entry is permitted. Students who arrive past the maximum entry time (30 minutes), will lose all credit for the exam/evaluation.
5. In the case of the Secondary IV and V English process exams, unique rules apply. Teachers will explain these rules in class.
6. Students who have a valid reason to be absent from an exam (including on-going classroom evaluations), such as an accident, serious illness or death in the family, **must** submit an appropriate original certificate from the concerned authorities to their Vice Principal either preceding or immediately following the exam or evaluation period. For participation in a Provincial or National competition, prior notice from the concerned authorities must be submitted to the Vice Principal. **A vacation is not considered a**



valid reason to miss evaluations.

7. Students who are absent from a Ministry exam may choose to write an August exam through the Riverside School Board. For detailed information, please refer to the summer school documentation which will be provided to the students with the Spring report card package.

Exam/ Evaluation Instructions

1. Students who identify an exam conflict must immediately notify their Vice Principal to establish alternative arrangements. Failure to provide sufficient notice of a conflict may result in the cancellation of one exam and a notation of absence.
2. Bring all required materials to the exam as advised by the subject teacher. *For example, Cycle 1 Math examinations may require pencils, an eraser, ruler, protractor, compass and calculator.* Borrowing materials from other students is not permitted during exams.
3. The only materials permitted into the room are those listed on the exam/evaluation instructions, for example, writing materials and a calculator. **Electronic devices (cell phones, MP3 players, organizers, etc.) are not permitted under any circumstances. Possession of unauthorized materials may result in one or more of the following: confiscation of the exam and/or the device, student removal from the exam room, and loss of all credit for the exam/evaluation.**
4. **You may not communicate in any way with another student, or share materials or notes at any time during an exam.** Any form of communication (unless required by the exam instructions and invigilator), or misbehavior during an exam/evaluation may result in the immediate removal of the student from the room, removal of the exam or evaluation and/or loss of all credits for the exam/evaluation.
5. The consequences of cheating are removal from the exam room and loss of all credit for the exam/evaluation.





6. Any student who leaves the room without authorization **will not be permitted to return.**
7. The instructions may vary from one exam/evaluation to another so it is important to pay close attention to all exam instructions.
8. Students are required to remain in the exam room for the minimum time specified by the invigilator.

Presence in School during the Formal Examinations and Evaluations

Once regular classes have ended and the formal Examination/Evaluation period begins in June, students may only be present in school for the following purposes: a scheduled exam, an evaluation period, or a tutorial session. Disciplinary measures will be applied to students found on campus without a valid reason.

Bus Service and Attendance

Regular school bus service (morning and evening) will continue until the last school day in June. Should a student wish to arrive or leave mid-day during the exam / evaluation period, parents are responsible for this transportation. Supervision is provided for students present on campus during regular school hours for an authorized reason; parental responsibility is assumed otherwise. **Students may not use a school bus for any other reason than to attend a valid, authorized activity as described above.**





SCHOOL POLICIES AND PROCEDURES

Student Fees

Student fees are applied to cover the costs of lunchtime supervision, consumable items for subject courses such as workbooks, the Student Agenda, etc. Voluntary fees are also included for the yearbook and student activities. **Note:** Students whose fees have not been paid, or where no arrangement for payment has been made with the school, will not be permitted to participate in extra-curricular activities that are in any way supported by these fees.

Students who are registered in the International Baccalaureate program, the Sports Excellence program, the iCan program or the Fine Arts Focus program have additional fees which reflect the costs associated with memberships, teaching materials and assessments and coordination of the programs.

Please note that a \$15.00 administrative fee will be charged for all cheques returned as NSF.

The school reserves the right to refuse personal cheques from families with a history of cheques that are returned NSF.

School Board Responsibility Concerning Personal Effects

Theft of a student's personal effects is not covered by the Riverside School Board insurance policy. Please ensure belongings are securely locked at all times. Expensive or otherwise valuable items are not to be brought to school.

Evacuation of the School

Fire drills will be periodically undertaken. Students are expected to:

- Follow the instructions issued by their teachers.
- Follow the class "lead" student, **walking in silence**.
- Exit the building immediately, not stopping at lockers.
- Remain in class groups at all times, and be ready to have attendance recorded.
- Return calmly and directly to the class from which they came when the all-clear message is given.





Should the fire alarm ring outside of regular classroom time, students should exit at the nearest door and proceed to their assembly area in the bus parking lot.

Note: All visitors to the school, including parents, must also evacuate at the sound of an alarm.

Emergency Closure of the School

In the event of an emergency school closure, an announcement will be broadcast on the following stations:

Radio

French Language: Rythme FM – 107.7FM,, CKOI- 96.9, 98.5 FM

English Language: Q92, CJAD / Virgin 95.9 FM, CBC Radio 88.5 FM, CHOM

Television

Global TV, TVA and CTV

A link to school closure reports is also found on the HRHS website at www.hrhs.rsb.qc.ca

School closures are also posted on the Riverside School Board website at www.rsb.qc.ca

Departure (withdrawal) during the School Year

The parents of any student who intends to leave or transfer during the academic year must first inform his/her Vice Principal and complete the required documents. Textbooks and other school-issued items must be returned to the school prior to the student's departure and any outstanding fees must be paid. Confirmation of withdrawal from HRHS must be confirmed prior to registration in another RSB school.





Change of Address

To notify the school of a change of address, e-mail address, or any personal information, please e-mail Shari Trapnell, strapnell@rsb.qc.ca, and include the name(s) of the child(ren) to which this change applies.

Textbooks

Textbooks are assigned by specific bar codes and issued to students, free-of-charge. Students are responsible for returning the books that were allocated to them or they will be billed accordingly. While every attempt is made to match a book with its owner, the school cannot be held responsible if students inadvertently switch books with classmates, fail to wait at the Book Store while their books are scanned and verified, or leave their textbooks behind in their lockers at the end of the school year.

Students will also be responsible for any costs that result from excessive damage to textbooks.

Extra-Curricular Activities and School Trips

Participation in extra-curricular activities is a privilege. The right to participation may be withdrawn for any student who does not abide by the guidelines.

Students are expected to represent the school favourably in extracurricular activities by always being courteous and responsible and by displaying good sportsmanship. Participation will be permitted under the following conditions:

- consistent display of appropriate behaviour in school
- an acceptable level of academic performance
- demonstrated responsibility when participating

Note: students will only be permitted to participate in extra-curricular activities if their school fees, including the voluntary activity fee, have been paid in full, or if arrangements have been made for them to be paid in full.





School Events (Variety Shows, Recitals, etc.)

No student will be permitted to attend an event if:

- he/she is under suspension from school;
- he/she is absent from school on the day of the event;
- he/she has incurred disciplinary action as a result of behaviour at previous events, unless the Vice Principal concerned has given permission;

The school reserves the right to verify the contents of any bag, backpack or purse.

NOTE: The Administration will review the list of students and guests to determine if they are eligible to attend an event.

Suspension from School

A student who is suspended from school is also suspended from all school activities for the duration of the suspension. Parents will be advised by telephone the day of the suspension.

Injuries

When a student has an accident or is otherwise injured, he/she must immediately see the person responsible for the activity or the class. In the case where the student is at lunch or is not under the direct supervision of a staff member, the student should immediately see a Vice Principal or a Secretary to report the incident.





SERVICES AND GENERAL INFORMATION

Health Services

The services of a school nurse are available. The main responsibility of the nurse is to provide information regarding health matters and to deal with various health problems. No medication (including Aspirin, Tylenol, etc.) is available from the school health service.

Students who wish to see the nurse during the school day must first report to their Vice-Principal's secretary, who will issue a note to see the nurse.

The services of a doctor are also available upon request. Students may be seen, by appointment only, to discuss health issues, such as contraception, sexually transmitted infections, substance abuse, pregnancy, etc.

In case of an emergency, parents are responsible for any ambulance or taxi charges incurred in the transportation of a student to a clinic, to the hospital or home. Parents must inform the school in writing of any medical problems that might affect participation in school life.

Students requiring a medical exemption from a physical education activity must present a letter from a doctor to the appropriate Vice Principal. Generally, exemptions are not granted from the physical education course; however, a student with a physical problem may be exempted from a specific physical activity within the course when substantiated by a medical doctor. Students continue to attend the class so as to benefit from the general education part of the program.

Student Services Centre

The Student Services Department offers a range of support to students by providing services and programs that promote and enhance the academic, social and personal needs of all students. The department consists of the Resource services, Special Education Technicians and Special Education Attendants. The Student Services Centres are located in B109, B111 and B113 and C242, and are open throughout the school day.





Consultation Services

The guidance professionals are available in order to provide academic, personal, social and vocational counseling. Appointments may be made throughout the day.

The department maintains a "Career Information Centre" which is stocked with educational and career information. They can assist in obtaining the information available on specific careers or for further educational or training programs.

Social Services

Heritage Regional High School benefits from the presence of a Social Worker to assist in working out problems related to peer relationships, school adaptation and most other problems associated with adolescent development. Appointments may be made directly with the Social Worker or by referral.

Learning Commons

The learning commons is open to students Monday through Friday from 8:00 a.m. to 5:30 p.m. Students may borrow books before Period 1, during lunch hours and during class periods that are held in the library.

Students must present their student I.D. cards to borrow books from the library, or to use the computers that are available in the learning commons. Students may borrow a maximum of four books at any one time for a period not exceeding three weeks. (Reference books, periodicals, encyclopedias and magazines cannot be removed from the learning commons). **A fine of \$0.25** a day will be charged for each overdue book until it is returned to the learning commons. As soon as a book is returned, the fine will stop accumulating. Should a student require a book for longer than the allotted time, the book may be returned to the learning commons and renewed for an extension.





Several rules are strictly enforced in the learning commons.

- Silence is to be maintained at all times in the designated quiet spaces of the learning commons.
- No food or gum is allowed in the learning commons.
- No writing or drawing in learning commons books.
- Students may not remove pages from learning commons books. If necessary, students can photocopy the required pages, up to a maximum of 10% of the total document, on the copier in the learning commons for a small fee.
- With respect to the school rule regarding the use of electronics, these devices may not be used in the learning commons during regularly scheduled class times, however may be used at times when classes are not being conducted provided no other student is being disturbed. This is at the discretion of the learning commons technician and/or monitors on duty.

Students are responsible for the books while they are in their possession. Students will be required to pay for damaged, defaced or lost books.

Use of the Learning Commons is a privilege and not a right. Students must maintain respectful behavior in order to be permitted to use the spaces provided.

Computer Science Labs

The Computer Science and Multimedia laboratories in C-145, B-226 and E-101 are open and supervised during lunch hours for students to complete assigned work, do personal work, enhance skills and learn new programs.

Physical Education

A Physical Education uniform is compulsory during Physical Education classes. The school phys. ed. uniform is available for sale from the Accounting office (C-144). Secondary I student uniforms are included in their school fees and distributed during the pre-entry sessions, as is a second school-issued lock to be used in the locker room when attending Physical Education classes.





Students are not permitted on the enclosed artificial turf fields unless authorized, and must be accompanied by a teacher at all times.

Students are encouraged to participate in lunchtime and extracurricular activities. Teachers will provide information about the numerous activities and sports that are available. For swimming classes, students must wear appropriate bathing suits to participate in rigorous physical activity.

Extra Help with Academics

If students are having difficulties in a given course, they should speak to the subject teacher. Students will be informed by their teachers of the scheduled recuperation for their subject.

AWARDS

The recognition of the achievements of HRHS students, through the presentation of awards, is one of the most pleasant features of the academic year. These awards are separated into the following categories:

Sports Awards

The annual Athletic Awards Night (held in late spring) recognizes student participation as well as individual and team achievement in sports. HRHS has a tradition of honouring those students who contribute in many different ways to the spirit of our interscholastic athletic teams.





Through different categories, students receive awards for M.V.P., M.I.P., Spirit and Sportsmanship, and special awards for excellence and team management roles. In addition, the coaches vote each year on the prestigious Jim Martin Awards and the Athlete of the Year Awards.

Academic Awards

An Academic Awards ceremony is held in the fall for students who are recognized for their outstanding academic performance in Secondary I through IV during the previous school year. This ceremony is for students on the Principal's Honour Roll with Distinction (average above 90%) and students who have attained the top grade for all courses.

Honour Roll

At the end of each term, any student who attains an overall average of 80%, with no failing grades, will be acknowledged on the Honour Roll. Students who attain an average of 90% or better comprise the Principal's Honour Roll – with Distinction.

Awards for Graduating Students

Scholarships and Bursaries

Scholarships and bursaries may be either allocated by the Graduation Awards Committee or designated by the organization or person sponsoring the award. In the case of award allocation by the Award Committee, it is important to note that eligibility requires the completion of the Heritage Awards Application Form and its submission prior to the specified deadline.

Graduation bursaries may be awarded in respect to the following:

- Academic achievement
- Contributions to student life
- Academic effort
- Community





Academic Honour Awards

These are awarded for individual excellence in each course, based on the summative grade that combines the results from the report cards issued throughout the year. A Certificate and Sash of Great Distinction are awarded to students having 90% and over. A Certificate and Gold Cord of Distinction are awarded to students having between 80% and 89% with no subject failed.

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iCan



Heritage Regional High School, 7445, chemin de Chambly, St-Hubert (Québec) J3Y 3S3, T: (450) 678-1070 F: (450) 678-9335

