



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 students' 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 to accept 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.



iCan





Change of Address

A student who changes residence during the school year must report to the Vice Principal's secretary to pick up a "Change of Address" form. This form must be completed, signed by the parent and returned to the secretary as soon as possible. To notify the school of a change of e-mail address, 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 which 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 that are outlined.

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, back pack or purse.

NOTE: The Administration will review the lists of students and guests to determine if they are eligible to attend the 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 which the student is participating. 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.



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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 one day every two weeks. 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 transporting 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 attesting to this fact 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 which 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 Center is located in B109, B111 and B113, and is open throughout the school day.





Consultation Services

The guidance Counselors are available throughout the day in order to provide academic, personal, social and vocational counseling. Appointments may be made with Counselors at the beginning of each day.

The Counselor maintains a "Career Information Centre" which is stocked with educational and career information. The Counselor will assist you 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 with the Social Worker before Period I or during the lunch hour.

Library Services

The library is open to students on Mondays through Fridays from 8:00pm to 4:00pm. Students may borrow books before Period 1, during lunch hours and during class periods which 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 library. 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 library). **A fine of \$0.25** a day will be assessed for each overdue book until such time as it is returned to the library. As soon as a book is returned, the fine stops accumulating. Should a student require a book for longer than the maximum time, the book may be returned to the library and renewed for an extension.





Several rules are strictly enforced in the library.

- Silence is to be maintained at all times in the designated quiet spaces of the library.
- No food or gum is allowed in the library.
- No writing or drawing in library books.
- Students may not remove pages from library books. If necessary, students can photocopy the required pages, up to a maximum of 10% of the total document, on the copier in the library for a small fee.
- With respect to the school rule regarding the use of electronics, these devices may not be used in the library 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 librarians 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.

Computer Science Labs

The Computer Science and Multimedia laboratory in C-145 is open and supervised during lunch hours for students to complete assigned work, do personal work, enhance skills and learn new programs.

Physical Education

The school Physical Education uniform is compulsory during Physical Education classes, and is available for sale from the Accounting office (C-144). Secondary I students' 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, the person who is most able and willing to help is the subject teacher. A schedule of recuperation sessions will be organized for those students who require additional assistance, and will be published on the HRHS website (www.hrhs.rsb.qc.ca) in December. Students are encouraged to establish the availability of recuperation from each of their teachers.

Heritage Web TV

Heritage Regional High School has its own television studio, and the Heritage Web TV studio will be used for special projects. Heritage Web TV is associated with Videotron (TVRS) and has a program that is aired weekly on channel 9 (VOX).

AWARDS

The recognition of the achievements of HRHS students, through the presentation of awards, is one of the most pleasurable features of the academic year. These awards are separated into various categories, each with a particular field of reference. To properly classify and explain these awards, the following is provided:

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 October 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 who have attained the Principal's Honour Roll – with Distinction (average above 90%). Students who attain The Principal's Honour Roll (average between 80% and 89% without having failed a subject) are presented with a school pin and certificate to commemorate this accomplishment.

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 school life
- Academic effort
- Community involvement





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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