



HADLEY-PHILEMON PARENT HANDBOOK 2015-2016

WORK HARD, BE YOURSELF, DO THE RIGHT THING

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<http://hadleypwhs.com>

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HADLEY-PHILEMON HIGH SCHOOL

ADMINISTRATION & CONTACT INFORMATION

Mr. T. Kharyati	Principal tkharyati@wqsb.qc.ca
Ms. T. McPhail	Vice-Principal Grades 7, 8 & 9 tmcphail@wqsb.qc.ca
Mr. W. Rosseel	Vice-Principal Grades 10, 11 & wrosseel@wqsb.qc.ca
Ms. D. Morrison	Assistant to the Principals dmorrison@wqsb.qc.ca
Attendance	http://hadleypwhs.com/index.html

Parents with questions or problems concerning their child should telephone the school at (819)-776-3158 without hesitation and contact the appropriate administrator.

In the case of an extended illness or absence, home assignment can be arranged.

When visiting the school, you must report to the reception office.

Parent Participation at Hadley-Philemon

Do you want to be involved in your child's education? Do you want to be kept up to date with the latest information? Hadley-Philemon offers several ways to participate and stay well informed about school life.

Hadley-Philemon's **Governing Board** guides and assists the principal in the setting of policies and in making decisions concerning the school. It is comprised of parent, staff, student, and community representatives. Parent representatives are elected at the Annual General Assembly of Parents, being held this year on September 24th at 5:30 p.m., in the auditorium.

The Hadley-Philemon website is updated frequently and provides a wide variety of information. Please check <http://hadleypwhs.com> for more information.

Our parent newsletter is an important means of communication and a great source of information. It is published several times a year and is available for viewing on the school's website unless you have requested a paper copy to be sent home with your child.

If you want to contact a staff member about a particular problem or question, please check <http://hadleypwhs.com/Contact/staff-list.html> for staff names and contact numbers or call 819-776-3185 and ask to speak with the administrator in charge of your child's level.

The WQSB's Parents' Resources website, http://cswq.wqsb.qc.ca/Resources_Parents.html, is another source of information for parents.

As parents, you want the best possible educational experience for your children. Your encouragement and involvement can have a powerful effect on your child's attitude and achievement in school. It is our hope that you will find this handbook to be a valuable resource. Please take time to familiarize yourself with its contents.

We wish you and your child a successful and rewarding school year!

Daily Schedule-Hadley

Warning Bell	8:51
Period 1	8:56-9:46
Passing Time	9:46-9:51
Homeroom	9:51-9:56
Period 2	9:56-10:46
Break	10:46-10:56
Passing Time	10:56-11:01
Period 3	11:01-11:51
Passing Time	11:51-11:56
Hadley Lunch	11:51-12:46
Passing Time	12:46-12:51
Hadley Period 4	12:51-1:41
Passing Time	1:41-1:46
Period 5	1:46-2:36
Passing Time	2:36-2:41
Period 6	2:41-3:31

Daily Schedule-Philemon

Warning Bell	8:51
Period 1	8:56-9:46
Passing Time	9:46-9:51
Homeroom	9:51-9:56
Period 2	9:56-10:46
Break	10:46-10:56
Passing Time	10:56-11:01
Period 3	11:01-11:51
Passing Time	11:51-11:56
Philemon Period 4	11:56-12:46
Philemon Lunch	12:46-1:41
Passing Time	1:41-1:46
Period 5	1:46-2:36
Passing Time	2:36-2:41
Period 6	2:41-3:31

School Attendance

The school day begins at 8:56 am and ends at 3:31 pm. There is a 5 minute passing time between each period and a 10 minute break for all students at 10:46. All periods & lunches are 50 minutes long. Hadley and Philemon students have separate lunch breaks with Hadley starting first at 11:51-12:41. Philemon students have a later lunch that starts at 12:46.

When your child is absent (illness, religious holiday, vacations with family, appointments and sports training, etc.) it is the responsibility of your child (with parental support) to catch up on any missed work or other related class information. It is the responsibility of the student, with parental support, to be present for the required course instruction. Parents are requested to contact the School if your child is absent.

Absence Procedure

1. Attendance is recorded daily, at the beginning of each class. If a student is late to class they must report to room 123 to get a late slip. If they are late without justification a 50 minute lunch detention will be assigned.
2. Unexplained absences and forgeries will be brought to the attention of the parent and/or administrator.
3. Random phone checks will be made each day to verify absences.
4. Students, who must leave school during the day for appointments, etc., must first have parental/guardian permission (note/email, telephone call, etc.) and **MUST SIGN OUT AT THE OFFICE BEFORE LEAVING SCHOOL PROPERTY.**

School Closing

In the event that busses or schools have to be closed due to bad weather or other emergencies, notification can be found at the following websites:

https://twitter.com/WQSB_Inclement
& <http://cswq.wqsb.qc.ca/default.html>

Student Services

Student Services consists of the Resource Department, guidance counselors, a social worker, school nurse, school psychologist, and a guidance secretary. Students can come to the guidance office to make an appointment to meet with a guidance counsellor or another member of the student services team. Most students will, at some point in their time in high school, meet with someone in the guidance office.

The following topics come up in the guidance office:

- I need help planning my post-secondary educational goals.
- I am having difficulties with friends.
- I have been feeling very sad recently and I don't always know why.
- My parents are getting divorced.
- I need help with my course selection for next year.
- I think I might be pregnant.
- I need a tutor for a particular school subject.

A student who is over 14 years of age does not require their parents' permission to meet with a professional in the guidance office. Students are invited to come to the guidance office to fill in an appointment slip in order to make an appointment. If you are unsure whether the guidance office can help you with a problem you are having, you are most welcome to come speak to someone. If we can't help you, we will try to find someone who can!

Students who are interested in finding out about different careers should check out Career Cruising at <http://www.careercruising.com> to access the site, enter "western" as the username and "quebec" as the password. The site offers an interesting career test called "matchmaker". Students who complete the test are invited to come in to the guidance office with their results for further career exploration.

It's easy to make an appointment - students can come to the Guidance Office at recess or lunch, as well as before or after school, and fill out an appointment slip. You may find more information about all these services on <http://pwhsguidance.weebly.com>

HERE TO HELP YOU!

Do you have a question, do you need someone to talk to, or are you being bullied?

Turn to the: LISTENING EAR TEAM



Mrs. Barnes
Rm 127
Guidance 7, 8, 9

Ms. Smith
Rm 127
Guidance 10,11



Ms. Acheson
Rm 120
Resource

Mrs. Giles
Rm 122
Resource



Mrs. Doucet
Rm S-01
Youth Care Worker

Mrs. Green
Rm-150
Drugs/ Alcohol Youth Care Worker



Mrs. St. Jean Rm S-03
Youth Care Worker

Mrs. Starkman
Rm S-03 A
Youth Care Worker



Mr. Cousineau
Rm 103
Youth Care Worker

Report Cards

There are three formal reports to parents each year and they occur at the end of each Term. In addition, an anecdotal report, consisting of comments only, will be sent in mid-October. Achievement and attendance are reported class-by-class together with those comments that individual teachers feel to be appropriate.

Class tests, essays, laboratory reports, oral presentations, special projects, Learning and Evaluation Situations, (LES), and Evaluation Situations, (ES), are all used as evidence in evaluation.

Teachers will present their students with a course description, including the method of evaluation they will be using and the weighting to be given each item, often in the form of a rubric. Teachers will be available to meet with parents at least twice during the school year to discuss their child's progress. Specific dates for these interviews will be printed on the student reports and are listed in the school calendar at the back of this handbook.

In addition to the formal report cards, teachers may communicate with parents via the student agenda, e-mail, or phone calls home. Hadley-Philemon also provides parents with copies of At Risk Letters, which they may use during the term to inform parents of specific areas of concerns.

Graduation Information

For the description and costs of the different events that take place during Grad year, please consult <http://pwhsguidance.weebly.com/information-for-graduates.html>

Cafeteria Services

We welcome students to our recently renovated cafeteria. Our cafeteria offers a large variety of food; full meals, snacks, soups, salads and many à la carte items to supplement your lunch from home. For a copy of your school's cafeteria menu and a list of prices for the school year 2015-2016, please go to <http://hadleypwhs.com/hp/cafe.html>

Emergency Procedures for Parents

We would like to inform parents of procedures that are in place for the safety of your child in the event of emergencies.

We realize that many students have cell phones in their possession and, in the event of an emergency at the school; we are asking you, as parents, to support the school by encouraging your child to maintain a sense of calm and obedience by following all directives given to them by their teachers.

It should be understood that the school administrators and staff are ultimately responsible for the safety and well-being of all students. If any student should leave or does not follow the directives given to them, then their job becomes more difficult and could potentially make a bad situation worse.

In the event of an evacuation from the school, students will be taken to the Heritage CEGEP. Please do not attempt to pick up your child unless directed to by someone designated by the school administration. Keeping everyone calm in an emergency situation is not easy, but is always preferable and much safer than the alternative. Until the appropriate individuals have analyzed the situation, any action taken on your part may be detrimental to your child's safety or even to all the individuals concerned.

Please be assured that any actions taken by the school are always in the best interest of the students. We encourage you also to visit Hadley-Philemon's website for any notices that may be posted there.

Evacuation & Lock down Drills

At Hadley-Philemon the safety of everyone in the building is top priority. We practice Fire drills (evacuation) and Code Red drills (lock down) several times a year often in conjunction with the Gatineau Fire Department. Staff and students are forewarned that a drill will be happening to reduce the stress for all involved. Emergency Drill procedures posted in all classrooms and reviewed. Talking with your child about these procedures and the seriousness of them is recommended.

Smoking

Smoking is not permitted on school property. Only Philemon Wright students are eligible to smoke in the designated area during Recess and Lunch. Failure to comply will result in consequences as indicated in the Student Agenda and the *Quebec Tobacco Act*.

Transportation

The School Board aims to facilitate accessibility to its educational programs by providing safe and reliable transportation services, taking into consideration constraints of existing resources and Government regulations.

If you have general busing questions, or for information on yellow school bus availability in your area, please contact the school board's Transportation Department at (819) 684-2336.

Student Parking

Limited student parking is available in the east parking lot for Secondary IV & V students only. A student wishing to bring a car, motorcycle or scooter to school must first register the vehicle in the principal's office. Safety and courtesy are essential to maintaining this privilege.

Please note that it is strictly forbidden to park in the fire lanes around the school building at any time. The city of Gatineau is vigilant about ticketing offenders.

Student Code of Conduct Policy

Each student has the obligation to respect and comply with the Hadley-Philemon Code of Conduct (Student Agenda) and to comply with administration and staff directives. In order to ensure that the rights of all, as outlined in the Hadley-Philemon High School Mission Statement and the WQSB Safe Schools Policy, are safeguarded, we all share the responsibility to govern ourselves according to these rules.

“I am a Hadley-Philemon High School Student.”

1. I will not use bullying, violence, fighting, threatening behaviour, verbal abuse, harassment (racial, sexual or other), persistent truancy or opposition to authority in order to express my anger or frustration. I understand that there are respectable and acceptable ways in which to handle my frustrations and anger. I will seek the help from a guidance counsellor, teacher, administrator or health professional in the school, and/or my parents, whenever necessary.

2. I understand that bullying is any repeated direct or indirect behavior, comment, act, or gesture, whether deliberate or not, including in cyberspace, which occurs in a context where there is a power imbalance between the persons concerned and which causes distress and injuries, hurts, oppresses, intimidates or ostracizes. Bullying is unacceptable behaviour and will not be tolerated at Hadley-Philemon.

3. I understand that violence is any intentional demonstration of verbal, written, physical, psychological or sexual force which causes distress and injures, hurts, or oppresses a person by attacking their psychological or physical integrity or well-being, or their rights or property. No form of violence will be tolerated at Hadley-Philemon.

4. I will be an up stander by reporting to an administrator, guidance counsellor, teacher or health professional in the school, any incident of bullying and/or violence that I have witnessed. I understand that all information I provide will be kept confidential and that my rights will be protected.

4.1 I will keep my hands and my feet to myself and maintain the personal space of others.

4.2 I will exhibit good sportsmanship as an athlete and as a spectator.

5. I understand that I may not bring or use weapons, alcohol, illegal drugs of any kind or drug paraphernalia on school property as governed by the school Board’s Safe and Caring Schools Policy.

6. I respect the school and its property. I understand that damaging and/or defacing of school property, textbooks, library books, furniture (this includes

sitting on tables), etc., will not be accepted by anyone in our school community. My parents, my guardians or I will be expected to reimburse the school for damages that I have caused.

7. I fully understand and will comply with the Hadley-Philemon technological procedures:

a) No electronic device may be used to bully, harass, intimidate or threaten the security and wellbeing of any member of the Hadley-Philemon community. In the event that I misuse technology by hacking, inappropriate messaging, cyber-misconduct or on-line harassment of any kind, it may result in severe consequences and police intervention.

b) Electronic device usage is permitted during personal time (before school, recess, lunch, after school). Devices are not permitted in classrooms. Use of such devices during class time, without permission from the teacher will lead to confiscation. I fully understand that an electronic device that falls out of my pocket, or a device that is used as a watch, is subject to these rules as well. I understand that if I am asked for my electronic device, I must give it to the staff member and I must inform my parents that they are the only ones who may pick up the electronic device.

8. I understand that if I am being disruptive, insubordinate or violent and that my behaviour impedes the learning or teaching of any school community member, I may be removed from class until I am able to respect the learning environment.

9. I will not discriminate against anyone.

10. I will not plagiarize or cheat on exams or assignments. I understand that I may receive a zero on any plagiarized paper or cheating that occurs. I will respect the Hadley-Philemon Exam Protocol.

11. I will not gamble.

12. I will not damage and/or steal the personal property of others, and will report any knowledge of such activity to a trusted staff member.

13. I will not smoke on school property. I understand that I may be fined, should the school incur any fines as a result of my smoking.

14. I am fully aware that behaving in a courteous and cooperative manner with staff and fellow students is expected. As a Hadley-Philemon student, I am expected to acknowledge and follow instructions from all staff members. The use of obscene or offensive (inappropriate) language is strictly forbidden.

15. I will attend, be punctual, and bring all required materials to classes, including my student agenda, as it is a required time management tool. I understand that I am expected to complete and submit all my assignments on time.

16. When in the Labs, Theatre, Library, school bus, work areas, on field trips or representing the school in any capacity, I understand that I am expected to respect the Hadley-Philemon Code of Conduct as well as the specific rules and regulations of the location I am visiting.

17. While I realize that Hadley-Philemon High School does not have a designated uniform, I understand that my manner of dress needs to be appropriate for a high school environment, cannot be offensive, and cannot depict rude or offensive language or images. I will not wear spaghetti straps and tops that do not meet the waistline of pants, pants hanging below my waistline or pyjamas. I will not wear my hat, bandanna or hood in the building. I understand that bulky outdoor jackets and backpacks are not to be worn in class, or brought to class, and should not be worn or brought to the food service area. I respect myself and others as a Hadley-Philemon High School student and I do not wear revealing tops or shorts/skirts.

18. I understand it is my responsibility to wear appropriate attire to all Physical Education classes, and to change after the class in an area that will respect my privacy and that of others.

19. As a Hadley-Philemon student, I am responsible to keep my locker clean. I am aware that the lockers remain the property of the school and may be searched by the administration at any time.

20. During lunchtime blocks, I know that food and beverages are to be consumed only in the Cafeteria. I will be responsible and clean my area after I have eaten. All of my garbage will be disposed of appropriately when I leave the lunch areas. I understand that I may not eat lunch in any academic hallways.

21. If I am to leave the building during school hours, I understand that I must have permission from a parent or guardian, and must sign out at the appropriate administration office BEFORE leaving school property. As a Cycle 1 student, I understand that I must remain on the school premises during lunch hour. I understand that if I leave the property without parent permission, it will be considered “skipping”, and will carry the consequence of a one hour detention after school for each class that is missed. When leaving the property I will be vigilant, cautious and use the sidewalk and designated cross-walks.

22. I will not bring or use Laser pens, lighters and water guns or any other objects that may be disruptive or dangerous on school property.

23. I will not use skateboards or roller blades in the school or on school property.

24. I respect my school and my country and I will come to attention during the playing of the National Anthem.

25. Since I have chosen Hadley-Philemon as my school, I understand that I must comply with any additional requirements as outlined by staff.

26. I will be the best student I can be. I will participate, to the best of my abilities, in different activities and opportunities offered by my school. I will strive for excellence in all I do in order to reach my highest potential and improve myself and my school.

27. I am aware that the school is not responsible for any lost or stolen items. It is my responsibility to ensure the safekeeping of personal property brought to school.

Public Displays of Affection

Students should refrain from public displays of affection. Physical contact, other than hand holding, is not acceptable or appropriate. Students engaging in such activity will be asked to stop. Failure to comply will be considered insubordination.

Supervision Policy

1. Definition

The school is responsible for the supervision of the students within its care. All school personnel are responsible for the active supervision of students with the prime responsibility resting with the teachers and administrators.

1.2 Class Time

During class time, the students are supervised by their teachers who also supervise the corridors between classes.

1.3 Recess and Lunch

Supervision is assigned to teachers for recess and both lunch breaks. The following areas are supervised during both lunch hours:

All Halls

Library/Café/Backyard/Smoking Area/Front of the school/Remedial Activity Supervision

1.4 Before and After School

Please note that students are supervised 15 minutes prior to classes starting and 10 minutes after the departure bell. Parents are urged to remind students that they may not be in the building without adult supervision.

Low Attendance Day Policy

Definition: Low Attendance Day is defined as a regular school day on which a normal student turnout is expected (i.e., the buses arrived, the teachers arrived) but student attendance is well below normal.

1. Regular instruction and evaluation continues. Even one student has the right to new learning.
2. No games, no filler activities are to take place.
3. Classes are not to be combined.
4. No early dismissal from class.

The day(s) following a *low attendance day* is to be used for new learning. It is the responsibility of those who stayed away to catch up.

Work at Home Policy-Definitions and Purpose

Homework has as its purpose the reinforcement of concepts acquired during the lessons of the day. It typically includes drill, practice and recollection. A student should be able to complete homework on his/her own. Examples would include math problems, vocabulary exercises, workbook exercises, and journals.

Assignment has as its purpose the extension of acquired learning. It might apply acquired knowledge to a new situation, or synthesize a series of lessons/concepts into a whole. It should provide the student with choice and the opportunity for divergent and lateral thinking, and for substantiated, personal opinion. Examples would include geometry constructions, essays, collages, map work, and oral presentations. It might also include preparatory work such as a reading assignment.

Project has a similar purpose to the assignment, but on a larger scale. It should extend learning to a new situation and/or consolidate a series of learning. It should include a lesson(s) on planning and reflecting; it often includes group activities and whole class projects. Regardless, it should be within the capacity of the student. Examples are varied and should include a variety of means of demonstrating knowledge.

Studying is specific to the review of skills/knowledge relative to a test or lab. Students should understand the objectives, by priority that needs to be mastered. In an ideal situation, a student would review previous learning on a nightly basis, rather than waiting for an intensive review before a specific test.

Time

Amount – In Cycle I, students should be prepared for 60-90 minutes of homework at night. In Cycle II, students should be prepared for 90-150 minutes of homework at night. In Cycle II, during restricted days, students should be prepared for an increase in the amount of study required each

night. During those days, students are required to be present in class as many evaluations and review activities are taking place in school.

Notice – Projects should be assigned near the beginning of the term and students given the bulk of the term to complete the project. Students should have at least two evenings to study for term tests and prepare assignments.

Major Holidays – Homework should not be assigned. Projects and assignments should be given two weeks prior to and should not be due until one (1) week after the break.

Religious Holidays – teachers should consult our school calendar for religious Holidays that prevent students from studying and completing assignments during that period of time.

Weekends – It is reasonable to expect students to have one evening of work over the weekend.

Responsibilities

Students

- To keep their parents informed as to the work assigned for home.
- To ask the teacher for clarification, if required, before taking the work home.
- To complete the required work in a manner of excellence.
- To remit all work faithfully and on time.
- To inquire about and complete work missed during absences.

Teachers

- To write homework on the board.
- To insist that students copy homework into the agenda.
- To spot check to see that homework has been done.

Parents

- To inform themselves by checking and signing the agenda and project outlines (Cycle I).
- To provide a time and a place for homework.
- To provide support and encouragement.
- To verify that the work has been completed.

- To contact the teacher with concerns or questions.
- To remind students after absences to verify work missed and catch up.

Exceptional Circumstances

◆ School Sponsored Activities

- The **staff** should provide an outline of work before the event. The school should be flexible with respect to assignment, project deadlines, and with respect to tests. These students should be allowed a reasonable amount of time to catch up.
- The **students** are responsible for all work missed. They should inquire before the trip as to what will be covered in their absence and seek help if and when puzzled by said work.
- The **parents** should verify that students inquire as to the work that will be missed and to see that it is done.

◆ Athletic Events/Professional Activities – National & Provincial Athletes

- The **parents** should provide the school with a calendar of events as soon as possible. It may be necessary for the parents to engage a tutor should the absences be of a regular nature. This tutor should communicate with the classroom teachers.
- The **students** are expected to meet all the expectations of the course(s) and to inquire constantly with respect to material missed.
- The **staff** should provide an outline of work before the event. The staff should be flexible with respect to assignments, project deadlines, and with respect to tests. These students should be allowed a reasonable amount of time to catch up.

◆ Family Vacations

- The **parent** should provide the school with a calendar as soon as possible.
- The **students** are responsible for all work missed. They should inquire a week before the trip as to what will be covered in their absence.
- The **staff** should provide an outline of work before the vacation. The staff should be flexible with respect to assignments, project deadlines, and with respect to tests. These students should be allowed a reasonable amount of time to catch up.