



PHILEMON WRIGHT HIGH SCHOOL

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2007-2008 Student Agenda

Secondary Cycle Two: Year 1 (Grade 9), Year 2 (Grade 10) and Year 3 (Grade 11)

This planner belongs to:

Name: _____

Grade: _____

We are proud members of the Western Quebec School Board.
***All regulations and policies within this Student Agenda
are subject to change or modification during the school year
with notice to parents and students.**

**Western Quebec School Board
Vision/Mission Statement**

The Western Quebec School Board, which covers a vast and diverse area,
is an English school system dedicated to developing
life-long learners who contribute to society and are prepared for the future.

We are committed to academic excellence, quality education and social,
emotional and moral development.

We respect and promote the rights and responsibilities of the individual
while maintaining student-centered learning in a safe and healthy environment.

We value our parents and communities as partners
involved in working collaboratively with us to enrich our programs and achieve our goals.

**Philemon Wright High School
Vision/Mission Statement**

Philemon Wright High School dedicates itself to creating
a challenging environment with progressive programs that maximize individual learning.

Growth and learning are achieved within a safe, friendly environment
through the dedicated efforts of teachers, parents, support staff, and the students themselves.

A wide variety of learning opportunities including those provided by the community
are important to the development of the student now and to the graduate in adult life.

It is our mission to enable our students to fulfill personal aspirations
through education and to make positive and enduring contributions to society.

The reward for our efforts is the personal, physical, social and academic development of our students.

Our Vision

Philemon Wright dedicates itself to creating an environment where:

Everyone treats one another with dignity and respect.

Positive self-esteem is encouraged.

Students develop good personal and social skills and a well-grounded spiritual and moral code.

Academic expectations promote excellence and a sense of purpose.

Individuals are given every available opportunity
to develop their abilities and aptitudes to the fullest extent possible.

Students appreciate the benefits of physical activity.

The social climate encourages all parties to participate in cooperative decision making.

Personal safety is secure.

The quality and continuous improvement of its facilities fosters an excellent learning environment.

Our Central Values

Mutual Respect
Open Communication
Academic Excellence

Philemon Wright High School
CLEAR EXPECTATIONS for the CONDUCT OF STUDENTS

Student Respect Shown to All Staff: Philemon Wright High School and Hadley Junior High School share the same facilities, share the Administrative staff, work well together as a Teaching staff, and work well together as a Support staff. Together, our mission is to insure the safety and well-being of all students in the building regardless of which school they are enrolled in. Therefore, all staff in the building govern the behaviour of all the students in the building. Refusing to follow directives of staff, defiant behaviour, disrespectful language and/or disrespectful behaviour shown towards any staff member in the building will result in an automatic suspension from school as well as other consequences outlined by an Administrator. Any abusive and/or aggressive language and/or behaviour shown towards any staff member in the building will result in an automatic minimum three (3) day suspension from school which may result in a Discipline Committee meeting at the Western Quebec School Board with the possibility of full expulsion.

Student Respect Shown to All Students: Philemon Wright High School and Hadley Junior High School share the same facilities and therefore the students at both schools will treat each other with respect. Therefore, disrespectful language and/or behaviour shown towards other students in the building will result in an automatic suspension from school as well as other consequences outlined by an Administrator.

Student Respect Shown to the Building and the Grounds: Philemon Wright High School and Hadley Junior High School share the same facilities and therefore the students at both schools will treat the entire building with respect. Therefore, destructive behaviour towards any part of the building can result in an automatic suspension from school as well as other consequences outlined by an Administrator.

Student Respect Shown to the Community Surrounding the School: Philemon Wright High School and Hadley Junior High School share the same geographical area with our community and therefore the students at both schools will treat members of our community (including the residents of this community, the visitors to the park, local businesses and/or students from other schools with respect. Therefore, disrespectful language and/or disrespectful behaviour shown towards members of our geographical community can result in an automatic suspension from school as well other consequences as outlined by an Administrator.

Student Respect Shown to All Policies of the School and the School Board: Students at both Philemon Wright High School and Hadley Junior High School are expected to follow the directives, policies and procedures outlined by the staff and/or by written documents provided to them at the beginning and throughout the school year. Therefore, refusing to follow these directives can result in an automatic suspension from school as well as other consequences outlined by an Administrator.

Student Respect Shown to Themselves: Students at both Philemon Wright High School and Hadley Junior High School are expected to behave in a way that will insure their own personal safety and health. The possession of Drugs and/or Alcohol on school property and/or during school hours will result in an automatic 10 day suspension away from school. Similarly, students under the influence of Drugs and/or Alcohol on school property and/or during school hours will be automatically suspended for 10 days away from school. Upon a second suspension for Drugs and/or Alcohol, the student will attend a Discipline Committee meeting at the Western Quebec School Board with the possibility of full expulsion as a recommendation. Students who endanger themselves or others by bringing any object that can be used as a weapon to harm, behaviour shown towards any staff member in the building will be suspended for a minimum of 5 days and will attend a Discipline Committee meeting at the Western Quebec School Board with the possibility of full expulsion as a recommendation.

Students at Philemon Wright High School who continually refuse to bring required materials to class, refuse to complete assigned work, refuse to work while in class, and/or students who are disrupting the learning environment in class can result in an automatic suspension from school as well other consequences as outlined by an Administrator. Chronic disregard for one's own studies and/or chronic disruption on the learning environment will result in suspension, a choice for a voluntary withdrawal from school, and/or expulsion from the school board.

IMPORTANT DATES 2007-2008

Term 1: August 29th, 2007-November 1st, 2008

- August 29, 2007 Grade 9 Orientation Day (Grade 9 students ONLY)
- September 3, 2007 Holiday (Labour Day)
- September 15, 2007 Meeting about Auditions for all Drama Productions
- September 19, 2007 Photo Day
- September 19, 2007 Open House 5-7 p.m.
- September 20, 2007 Meet the Teachers 5-7 p.m.
- September 28, 2007 School Spirit Day & Terry Fox Run
- October 5, 2007 P.D. Day for both Hadley & P.W.
- October 8, 2007 Holiday(Thanksgiving)
- October 12, 2007 Monty Python Drama Production (tentative)
- October 16, 2007 College and University Evening 6:30 – 8 p.m.
- October 26, 2007 Halloween Dance 6-10 p.m.

Term 2: November 2nd, 2007-January 28th, 2008

- November 15, 2007 Parent/Teacher Interviews
- November 16, 2007 P.D. Day for both Hadley & P.W.
- November 22, 2007 Term 1 Academic Awards
- November 28, 2007 Benefit Music Concert
- November 29&30, 2007 P.D. Days for both Hadley & P.W.
- December 5-8, 2007 Drama Productions 6-11 pm
- December 14, 2007 Holiday Season Dance
- December 21, 2007 Winter Activity Day
- Dec 24/07-Jan 4/08 Holiday Break
- January 7, 2008 P.D. Day for both Hadley & P.W.
- Jan 14-Jan 31/08 Mid Year Evaluations

Term 3: January 28th, 2008- April 4th, 2008

- February 1, 2008 P.D. Day for P.W. only
- February 4, 2008 Exams – Physics, Chemistry, Biology
- February 8, 2008 Valentine's Dance 6-10 p.m.
- February 11, 2008 P.D. Day for both Hadley & P.W.
- February 14, 2008 Parent/Teacher Interviews
- February 19, 2008 Waterloo Math Competition
- February 22, 2008 Term 2 Academic Awards
- February 22, 2008 30 Hour Famine
- February 29, 2008 P.W. Trip to Italy
- March 3 - March 7, 2008 Spring Break
- March 21, 2008 Holiday (Good Friday)
- March 24, 2008 Holiday (Easter Monday)
- April 7, 2008 P.D. Day for both Hadley and P.W.
- April 7 - April 29, 2008 Auditorium Blackout (no bookings)

Term 4: April 8th, 2008- June 6th, 2008

- April 18, 2008 Spring Dance 6-10 p.m.
- April 21 – April 26, 2008 Big Drama Production
- April 25, 2008 P.D. Day for P.W. only
- May 2, 2008 Term 3 Academic Awards
- May 9, 2008 P.W. Carnival Afternoon (condensed school day)
- May 16, 2008 P.D. Day for both Hadley and P.W.
- May 19, 2008 Holiday (Victoria Day)
- May 26- June 6, 2008 Critical Teaching Time
- May 30, 2008 Regional Track and Field (Tentative)
- June 6, 2008 Athletic Awards 5-8 p.m.
- June 23, 2008 Grad and Prom

Philemon Wright High School
DAILY POLICIES and PROCEDURES STATEMENTS:

A) DAILY ATTENDANCE: daily attendance is taken during all 4 periods and a list of absentees is sent to the office.

- Students who are late for school will be listed as absent and must report to Room 150 to be given an Admit Slip in order to be admitted to class. As well, if students come in to school later in the day (from appointment, etc.), they must report to Room 150 to check in.
- To the extent that time and personnel are available, parents of students who are absent will be notified by telephone prior to 11:00 a.m. Should this occur, a note authorising the absence is not required. On the other hand, parents are required to call the school when they know their son/daughter will be away. Parents can leave messages on the answering machine any time of day or night.
- If, for some reason, telephone contact with the parent is not affected on the day of the absence, a note authorising the absence must be brought to Room 150 on the first day the student returns to school.
- If a student must leave during the school day a note must be brought to Room 150 prior to the commencement of Period 1 of the day in question, or a phone call must be made by a Parent/Guardian the morning of the date in question.
- If a Parent/Guardian is picking up their son/daughter during the school day, they must sign out their son/daughter at the front reception desk.
- Students will not be authorized to leave the campus during class time without prior notification from a Parent/Guardian of the valid reason.
- Request for Class-work by Absentees: Students are responsible for course material covered during an absence, outing, activity, etc... Students are encouraged to make prior arrangements with a classmate to take notes, accept handouts, record assignments and other pertinent information given during their absence. Students absent for an extended period of time, with a valid reason, will be provided information passed on through the report to the office of their designated Administrator. Teachers may also choose to call the student/parent/guardian directly and provide the available information.

B) LATE ARRIVAL TO CLASS: Students arriving late to any of the 4 periods must report to Room 150 to be given an Admit Slip before being admitted to class. The consequence for non-motivated late arrivals will be dealt with the following consequences:

- 1st offence – Noon Hour Detention lasting 30 minutes.
- 2nd offence – 3 Noon Hour Detentions to be served on consecutive days lasting 30 minutes each.
- 3rd offence – Outside School Hours Detention.
- 4th offence – 3 outside school hours detentions and a meeting between an Administrator and the Parent/Guardian. Every late after the 4th offence will result in a automatic 1 day out of school suspension. We expect students to be in class, prepared to work, when the bell rings. Teachers are asked to document each time a student is late for class and not to admit any student to class after the second bell without an Admit Slip.

C) BUILDING SECURITY/VISITORS TO HADLEY & PHILEMON WRIGHT: Every student at Philemon and at Hadley will have an I.D. card and an agenda. Teachers have the right to request that the students produce the I.D. to identify themselves. If the student refuses, an Administrator will be notified immediately. For the security and welfare of students and staff, visitors are NOT permitted on school grounds between the hours of 7 a.m. and 4 p.m. with the following exceptions:

- Person's having regular business within the school (Postal workers, delivery persons, etc.)
- Parents of students and family members of staff
- Members of the community who have scheduled an appointment with an Administrator or staff member

- Members of the public who have specifically invited to visit as part of a scheduled event (Guest speakers, Team Events, etc.)
- Persons otherwise authorized by an Administrator

D) FIELD TRIPS: There are several school field trips that are planned each year to complement the curriculum. Students are expected to attend. Please note that School Board policy requires all students participating in field trips to provide written parental authorization on the required form, prior to the event. Written authorization is the only form of authorization accepted. When a student is taking part in a Field Trip they are subject to all school rules and policies. If a student violates a school rule or policy while on a Field Trip the same consequence will be levied as if they were in school.

E) LIBRARY: Library use is a privilege. Students should conduct themselves in an appropriate manner if they wish to use this facility. No material should leave the library without being signed out. Library books are the responsibility of individual students. Library books are school property. Students must replace lost or damaged library books.

F) LOCKERS: Each student will be assigned a locker. Students may not exchange lockers and are encouraged not to disclose their combinations to others. The lockers in the Gym changing rooms are only daily lockers and are not for permanent use by students. Valuable items should not be left in these lockers. Lockers must be kept clean and free from graffiti. Students will be suspended for vandalizing school property and will be charged the cost of cleaning (if there is a cost) of damaged lockers. School Administrators will search lockers when there is reason to believe students are in possession of materials such as drugs, alcohol, weapons, stolen items, and/or any reason that concerns the safety of students and staff.

G) LOST and FOUND: A Lost and Found box is available at the front Reception area. If a student finds a book, wallet or other article, we ask that it be taken to the office of their designated Administrator. The school is not responsible for lost money or stolen articles.

H) MEDICATION: All medication must be kept at the office of their designated Administrator and administered by the office staff ONLY. If a parent request that an over-the-counter drug be administered to his/her child, it must be accompanied by a doctor's prescription and written permission from parents. A form for this purpose is available at the office.

I) PAY PHONE: There is a pay phone available for student use at recess and lunch-time only. The office phone is to be used for any calls related to illness, early departure from school, etc. Parents are encouraged to cooperate with the school in discouraging mid-day changes and to finalize or, discussing after school social plans with students before the school day begins.

J) SCHOOL FEES: During August, an invoice for school opening fees will be sent home with busing information. The invoice will include a breakdown of fees owing. Each invoice is individualized according to the student's specific course load. Payment can be made by interac, cash, money order, certified cheque or personal cheque. Payment must be made within the first week of school. A receipt will be issued upon payment. ***If you choose to pay by personal cheque, please note:*** The new format for cheques is required as specified by provincial banking regulations. If you are in doubt about the new format, please check with your individual bank. As well, do not send in post-dated cheques. If you are unable to pay school fees all in one lump sum, please contact the school – extension #2305 and a special form will be sent home to you to allow you to sign up for a payment plan.

K) SCHOOL CANCELLATION Due to Severe or Inclement Weather:

Occasionally, severe weather conditions may require the Western Quebec School Board to cancel transportation and or close schools. The safety and welfare of students is a shared responsibility. It is important for everyone to understand how the Board operates under unusual circumstances. Parents and guardians should familiarize themselves with the procedures to ensure the safety of their children. The decision to close schools or cancel transportation is made by the Director General. School closures or transportation cancellation will be announced from 6:30 a.m. onward on the following stations:

	STATIONS	TELEPHONE #
AM:	CFRA (580)	738-7397
FM	CJRC (104.1)	561-8821
	CBC (90.7)	288-6600
	CKOY KISS FM (105)	736-2020
	CBC (91.5)	288-6475
	CHEZ (106.1)	736-2020
	CKQB-The Bear (106.9)	225-1069
	CFRA 93.9	789-2486

L) STAFF SUPERVISING STUDENT CONDUCT: Teachers can set and post written standards for their own classes at the beginning of the school year and these must be respected by their students. *All staff members of PHILEMON WRIGHT HIGH SCHOOL are asked to correct any misbehaviour on school premises or on field trips. A student that does not respect the words or actions of a staff is to be reported immediately to an Administrator. Staff members are asked to report any suspicious behaviour, graffiti, theft, or vandalism immediately to an administrator. *When a student is asked to relinquish possession of any of the above articles, staff members are encouraged to bring it to an administrator (in case of theft of the article while in the staff members' possession).

M) STUDENTS AND SMOKING: In June of 2005, the National Assembly of Quebec adopted a series of measures strengthening the Tobacco Act. Therefore, beginning September 1st of 2006, it is prohibited for anyone to smoke on the grounds placed at the disposal of secondary educational institutions. Therefore, the property of PHILEMON WRIGHT HIGH SCHOOL is completely smoke-free. Unfortunately, because we cannot have students who smoke stay on campus, we must designate a place where it is safe for students to smoke while also being respectful to the community members that surround the school. Therefore, students are not permitted to smoke at the store area before and beyond the fence nearest the Philemon Staff parking area and students are not permitted to smoke and/or congregate directly in front of the school or around the entrance to the school on Daniel Johnson and Jumonville. In September, the Administrative staff will direct students to acceptable alternatives if students feel they must smoke. Students not respecting this policy will be automatically suspended from school.

Students at Hadley, are not allowed to possess cigarettes or lighters in school. The Act is clear that it is prohibited for anyone to supply tobacco to a minor on the grounds and within the premises of a secondary educational institution. Therefore, supplying Hadley students with tobacco is unlawful and will result in a suspension for both students.

The Staff at Philemon Wright will acknowledge that some of their students smoke and will respect their choices as long as the procedures of our policies are respected. The Staff will advocate the cessation of smoking by students for their own benefit because evidence clearly shows that smoking is injurious to one's health and to that of others in the form of second-hand smoke.

N) STUDENT / GUIDANCE SERVICES: There are a number of professionals who work with students in Student Services. Our resources include: guidance Counselors, Youth Counselors, and a visiting school nurse and social worker from the C.L.S.C. Students may make appointments to meet with Student Services' staff on an 'as needs' basis. The social worker is available to respond to the immediate needs of

students in crisis. The school nurse assists the teaching staff with programs related to health and human sexuality issues. As necessary, the school social worker links families to local C.L.S.C. services. For referrals, students please report to the office of their designated Administrator.

O) ASSIGNED DETENTIONS: When a student is assigned a detention by a teacher, the student must attend that detention. If a student fails to attend a detention assigned by a teacher, a report will be made to the office of their designated Administrator and additional lunch, after-school, and/or Saturday detentions will be assigned. If a student fails to attend assigned detentions by an Administrator, they will be suspended from school and additional detentions will be assigned upon return from their suspension.

P) STUDENTS AND FOOD: there are only a few places in the building where students are allowed to eat and drink: (1) the cafeteria (2) outside and (3) areas approved by the Administration. In cases, where students are working at lunch with a teacher, they may eat in the classroom if the teacher permits.

Q) STUDENT MOVEMENT: Students who are excused from class are still part of that class, and therefore, remain the responsibility of the teacher. Teachers are to excuse students only if it is necessary. The student will be given a "Hall Pass" from their teacher. The teacher is asked to note the time the student has left the class and if the student does not return in a timely fashion, the student is to be reported to the office of their designated Administrator. Any student found in the halls without a Hall Pass will be held accountable and may be sent home immediately. Only one student may leave class at a time (unless it is an exceptional reason).

R) Leaving the Grounds and/or Building: Philemon Wright High School students are allowed to leave the school grounds during non-class hours. Should there be an activity scheduled at night, students are not permitted to stay at school until the activity begins. They must go home and make arrangements to return at the appropriate time. In instances where students are directed by Staff to remain on the campus, students must comply.

S) Dismissal of Students: The bell only signals the end of the period, the teacher dismisses the class.

T) STUDENTS AND WALKMANS, CELL-PHONES, PAGERS, SCHOOL BAGS:

- Walk-mans, disc-mans, and electronic games are only permitted on transportation to and from school. These items are to be placed in the student's locker once they get to school and are not to be removed from the locker until it is time to go home. These items are brought to school at the risk of the students who bring them to school. (The school is not liable for any lost or stolen Electronic Devices)
- Cell-phones and pagers are not permitted in the building.
- If a Electronic Device is confiscated from a student by a staff member it will be tagged and put in the schools safe for the following duration of time:
 - 1st offence – 2 weeks
 - 2nd offence – 1 month
 - 3rd offence – 4 months
 - 4th offence – for the remainder of the school year.
- Once the confiscated time has elapsed, students must request the return of their electronic device from their designated Administrator.
- School bags, purses or any other type of bag are not permitted in any classroom. They are to be kept in a student's locker.

U) TEXTBOOKS: Textbooks are the responsibility of individual students. Textbooks are school property. If textbooks are lost or damaged students must pay to have them replaced or repaired.

V) TRANSPORTATION: Please note that Ministry of Transport regulations do not permit students to bring items larger than a school bag on regular buses. Travel bags, sleeping bags, large musical instruments, sports equipment etc. must therefore be transported privately. Under no circumstances are students permitted to change or ride on a bus that was not assigned to them by the Western Quebec School Board (signed notes from parents will not be accepted). If a student moves throughout the school year please allow 48-72 hours to make the appropriate transportation changes.

W) SEARCHES AND SURVEILLANCE IN OUR SCHOOL: The school Administration reserves the right to perform any search deemed reasonable to ensure the safety of students and staff. A search is a procedure used to inspect you and/or your personal belongings. When students are on WQSB property (includes buses) and during school hours, teachers and administrators have a legal duty to maintain order and discipline, much like parents in a home. Administrators and teachers are entitled to perform searches without a warrant (without a judge's permission) because they are entrusted with watching over the safety of every student and staff member.

X) MEDICAL INSURANCE: Parents should note that only health and accident insurance which applies to students is a normal coverage under the Quebec Health Insurance Plan. Parents should insure that they carry personal insurance for the children against injuries or illnesses, which may occur at school or during school activities. School Board insurance does not provide coverage above what Quebec Medicare provides. The school sends home an application for an approved supplementary insurance plan at the beginning of each school year.

Y) PARKING ON CAMPUS: Parking Passes can be issued to students who wish to park on the Campus. There is a finite amount of parking spaces and therefore, only registered cars in registered parking spaces will be permitted, otherwise, cars will be ticketed and towed at the owners expense. Students who bring their own cars can choose to park off property on the streets adjacent to the school.

Z) VISITORS to the CAMPUS: All visitors must report to the Reception Office. Students and Staff at Philemon Wright and Hadley are the only people allowed to be on the campus at all times. Parents/guardians must check-in with the Reception Office. Also refer to Item "C" on Page 5

ZZ) STUDENT AGENDAS: School Agendas are assigned to students at the beginning of the year. Proper use of the daily calendar can greatly improve organizational skills and therefore positively impact student achievement. Also, Student Agendas contain all the procedures required for a positive and healthy school experience. Students are expected to read and inform themselves of the Policies and Procedures of the school. If a student loses or destroys his/her Student Agenda they will be expected to replace it promptly.

Philemon Wright High School Computer Use Policy

General Policies

Persons who receive accounts or who receive temporary access to the local area network at Philemon Wright High School are expected to conform to the following general policies.

It is each user's responsibility to be aware of these restrictions and limitations. If there is any doubt regarding the legitimacy or authorization of any action on a workstation or network resource, please check with your teacher in advance. Users are expected to maintain high ethical standards, and to be courteous to other system users at all times.

Educational Use

The computers in the school are intended for educational purposes only. Users should not play games on the computers, or use the systems in association with any inappropriate text, graphic, or other media type. Electronic communication systems should not be used for trivial purposes, and offensive, obscene, or harassing messages are strictly prohibited.

Procedure

All students are issued an Epals.com account. There is no email use other than EPALS is permitted. Your username is `firstnameinitialoflastname@wqsb.qc.ca`. First password is "students".

This account is not private and is monitored.

Respect For Privacy

Users should not look at, read, modify or remove files, mail, or network traffic owned by any other user without explicit permission from the owner. Having access to a file does not constitute permission. Realistically, the network cannot be considered secure, and therefore any sensitive or extremely important files should not be kept on our systems.

Personal Responsibility

Accounts are assigned to an individual user who is expected to maintain system security by upholding basic guidelines. Account access should not be shared with anyone. Passwords should remain secret, and should be constructed in order to minimize the potential of someone guessing or 'cracking' the user's password (a combination in excess of six of numbers and letters, alphanumeric). Users are responsible for system activities performed under her/his password.

Cooperative Assistance

Hired professionals, staff and students operate the network system at Philemon Wright for the mutual benefit of all concerned. Users are expected to report any security problems or system malfunctions to the lab instructors and/or to the office. In consideration of virus, worm, or other such corrupting software the use of a diskette to download or upload information is forbidden.

Courteous and Ethical Behavior

Users are expected to be courteous and ethical in all actions. Users should never deliberately attempt to disrupt system performance, or interfere with the work computers. Users should be polite when using electronic of any other user or administrator. Students should be considerate when using scarce system resources, such as Internet access, scanners, printers, milling machines, and digital cameras. Users should try to minimize disk usage on network drives and should not save files on workstation hard drives unless given permission. As well, users should try to be very conservative when printing documents from communication systems (ex. email), and should clearly identify themselves by name and/or login name.

Legal Responsibilities

- includes, but not limited to, supplying misleading information or false credentials.

Tampering with, obstructing, or Users are expected to follow all Western Quebec School Board regulations as well as pertinent local, provincial, and federal laws. The school has placed special emphasis on the illegality of software piracy, and thus strict copyright guidelines must be followed at all times.

Copyright Guidelines

The general copyright policy used at Philemon Wright is in strict accordance with provincial and federal laws. It specifically includes, but is not limited to the following:

- The only software products to be used on systems in any of the labs are those for which we own a valid license. Therefore, do not install any software on computers in the lab without prior approval.
- Copying software products from our computer systems is considered theft and is a very serious offense. Do not use computers in the lab for making backup copies of any commercial software products unless specifically asked to do so by the lab instructor or system administrator.
- Plagiarism, contrary to copyright laws, is the improper use, or failure to attribute, another person's writing or ideas (intellectual property). It can be as subtle as the inadvertent neglect to include quotes or references when citing another source or as blatantly unethical as knowingly copying an entire paper verbatim and claiming it as your own work.

The improper use of computers is generally referred to as computer abuse. The school may restrict or terminate any user's access, without prior notice, if such an action is deemed necessary to maintain computing availability and security for other users of the system. Other disciplinary action may also be imposed

Computer abuse includes, but is not limited to:

Software abuse (ex. hacking):

- Using, or attempting to use, Philemon Wright's computer systems or those accessible by network, without proper authorization, which attempting to alter the operation of any computer system accessible through Hadley's network connections.
- Attempting to modify, distribute, or copy data of software without proper authorization.

Hardware abuse:

- Attempting to physically open, damage or otherwise alter hardware such as mice, keyboards, computers, scanners, or cameras.

Summary:

Students cannot:

- visit inappropriate sites such as pornography, hate sites, pro-drug or alcohol sites;
- communicate with email, messaging software during class time. This distracts not only you but also others from their education. In addition, it uses bandwidth of the network slowing everyone down;
- play games, download or/and steal music or videos/movies, use chat-lines - all use up bandwidth of the network slowing everyone down;
- downloading applications or files uses up hard drive space and is a virus risk;
- use diskettes because they are a virus risk;
- plagiarize (to use someone else's work and claim it as your own);
- try to access other students' / teachers' files;
- change system settings; and
- let others know or use your password/account. Your "friend" may change your password and disable your account.

Possible Consequences:

- account suspended; and/or
- parents/guardians contacted; and/or
- letter is sent home; and/or
- in the case of plagiarism, a mark of 'zero' given; and/or
- if there is damage to school property, the student will be billed the dollar amount of the damages; and/or
- suspension from school

Philemon Wright High School SPECIFIC POLICIES REGARDING STUDENT CONDUCT

A. DRESS CODE

- In accordance with The Declaration of Human Rights and Freedoms, we believe that everyone is entitled to all the rights and freedoms set forth in this declaration. To that end, everyone attending Philemon Wright High School is expected to behave and dress in a manner that is respectful and mindful of everyone's rights and does not detract from the learning environment that should prevail throughout the school.
- Clothing that promotes hatred against visible or ethnic minorities, clothing with offensive words or pictures, clothing which portrays or promotes the use of alcohol or drugs, articles of clothing which could be used as weapons, are some examples of items which are not acceptable at Philemon Wright.
- Tank tops that are less than 3 inches in width from neck to shoulder, bare midriiffs, shorts and skirts that are more than 3 inches above the knee cap are not appropriate for school, nor are articles of clothing which are ragged or torn. Hair make up, tattoos and body piercing should not interfere with the learning environment. (Interpretation of excessive and outrageous will be determined by Administrative staff).
- Overcoats are not to be worn to class. Please keep them in your locker. Hats are to be removed upon entering the school building. If a hat is confiscated by a staff member the same procedure will be followed as with a confiscated Electronic Device. They must not be worn indoors. Footwear must be worn at all times. (Passed by the Governing Board May 1, 2002)
- The following consequences will occur if there is a Dress Code violation: 1st offence - warning – students will be required to wear a school assigned T-shirt or shorts. Second (2nd) offence - detention - students will be required to wear a school assigned T-shirt or

shorts. Third (3rd) offence - sent home - one day out of school suspension - detention. Fourth (4th) offence - sent home - three day out of school suspension - three detentions.

B. ABSENCES

- Attendance at school is mandatory until the end of the school year. Attendance is the parents'/guardians' responsibility under The Education Act.
- Parents must call in their child's absence. Messages may be left on the school's answering machine between 4:00 p.m. and 8:30 a.m. If there is an unexplained absence, the school will notify the parent/guardian. All students who are absent must bring a note from their parent/guardian upon return to school.
- The note verifying the absence must be signed by the parent/guardian and should be handed in to Room 150 immediately upon arrival to school. Notes for all absences must contain valid reasons and must be dated. A student who is absent and may have missed a test, or while absent, missed handing in an assignment, must make arrangements immediately upon their return to school. Arrangements should be made with the student's teacher. If a student fails to make arrangements they will receive a Mark of "Zero".

C. CLASSROOM POLICIES and PROCEDURES

- Common to all classrooms are the very clear expectations that students will arrive to class on time, arrive with required materials, arrive ready to learn, conduct themselves with respect for other students and their teacher, perform the tasks and duties asked of them in class to the best of their abilities, complete assigned work, ask for help when needed, and will never negatively impact on the learning environment.
- Each teacher is responsible for their own class policies concerning their assignments, due dates, marking procedures, assessments and evaluation.

D. REFLECTION ROOM POLICY:

The purpose of the Reflection Room is to allow time for students and teachers to re-evaluate a situation causing a disruption or a failure to communicate. The Reflection Room is to be used only after measures have been taken by the teacher to resolve the issues hampering success in the classroom. Students who refuse to stay in class or are very disruptive are not to be in the hallway unattended. The Reflection Room is to be used for these students who are unable to remain in a classroom.

If a Teacher must remove a student from class because of continued misbehaviour (continued disruption, disrespectful behaviour and/or language, continued defiant or uncooperative behaviour, etc.) the student is to be sent to the Reflection Room with an Admit to Reflection Room slip. The Teacher is also asked to fill-out a "Request for Assistance" / "Student Performance" and submit it to the Administrator responsible for that grade level.

The supervisor of the Reflection Room is asked to record information, enforce rules, and be consistent and fair.

Rules for the student while in the Reflection Room:

- No sleeping
- No eating, or drinking(Except at lunch)
- No hats or personal music players
- No Talking
- He/She must do work, work will be provided by the supervisor and/or the Administrator
- Unless otherwise noted by the Administrator, students will report to next class
- If the student refuses to follow these rules, an Administrator will be contacted immediately and a report filled-out.
- Students sent to the Reflection Room twice in one day will be suspended for the remainder of that school day and for the following day of school (Out of School)
- Students are to leave the Reflection Room when they are dismissed by the supervisor.

E. DRUG AND ALCOHOL POLICY OF THE WESTERN QUEBEC SCHOOL BOARD

The following is an abridged version of the complete WQSB Policy which was adopted as policy in December 1996:

Any student using or in possession of alcohol and/or illegal drugs on school property or while participating in a school activity can expect the following action:

1. The school administration will confiscate the alcohol and/or drugs.
2. The student's parents will be informed.
3. Where appropriate, the police will be notified, the student will be identified to them and the police will be given the confiscated goods.
4. Any youth sector student, in possession of, or under the influence of alcohol and/or illegal drugs on school property or during school organized activities shall be suspended immediately for a period of ten (10) school days. At the discretion of the school Principal, the suspension period may be reduced to no less than five (5) school days.
5. The school administration will recommend that parents enroll the student in a rehabilitation program and will make available to the parents and the student a drug and alcohol package.
6. Students repeating the offense shall be liable to expulsion from school after a hearing by the Discipline Committee of the School Board.
7. Traffickers of alcohol and/or illegal drugs will be suspended immediately for a minimum of ten (10) school days and will be liable to expulsion from school. In this case as well, the police will be informed and the rehabilitation information provided.

F. SAFE SCHOOL POLICY

The following is an abridged version of the complete WQSB Policy.

The Western Quebec School Board believes in the right of each learner and each staff member to work in a safe environment in its schools. The Board believes it is the responsibility of everyone, implementation of effective measures such as preventative practices, early intervention and the administration of fair, consistent disciplinary action, Safe Schools will become a reality in our Board.

The Board sees as its role the safeguarding of the learners and teachers on its premises or at school sponsored events and do not tolerate:

- Weapons (including replicas)
- Acts of violence actual or threatened
- Vandalism or theft
- Expressions of racial, ethnic, religious, or sexual prejudice or harassment

This Safe Schools Policy applies to school-related transportation as well as on-site school activities and in other locations.

G. SCHOOL SUSPENSIONS

The primary consequence of suspension is the removal of a student from the curricular, co-curricular, and extra-curricular services of the school for the period of the suspension. The decision to suspend a student is made by an Administrator.

Pre-Suspension Procedure:

- A thorough examination of the situation will take place and a written report made by an Administrator.
- The suspension will be explained to the student. Violation of school or school board policies will be outlined for the student and the parent or guardian.
- The length of the suspension will be decided by an Administrator.
- Whether the suspension will be an In-School or an Out-of-School suspension will be decided by an Administrator.
- The Principal or Vice Principal shall endeavor to notify the parent/guardian of the student pending suspension by e-mail or by telephone and in writing. A written notification will follow and a copy will be placed in the student's file.

While under In-School suspension, the student:

- may attend the school but at all times must stay in the supervised area designated by an Administrator.
- May not participate in any extra-curricular or co-curricular activities
- Must complete work assigned by an Administrator
- May not seek academic help or work from any staff member other than an Administrator
- Is encouraged, of his or her own volition, to keep his or her work up to date.

While under Out-of-School suspension, the student:

- may not be on school property nor can take school transportation
- may not participate in any extra-curricular or co-curricular activities
- must complete work assigned by an Administrator while away
- may not seek academic help or work from any staff member
- is encouraged, of his or her own volition, to keep his or her work up to date
- will receive a mark of zero for any missed evaluation, but
- will be allowed to come to school during a scheduled test or exam, provided parents/guardians make arrangements with an Administrator and then escort the student to and from a designated area separate from the regular classroom to write the test.
- Post-Suspension Procedures:
- A meeting with an Administrator, the student and the student's parent/guardian must take place prior to the student's return to regular classes.

H. VOLUNTARY WITHDRAWALS FROM SCHOOL

Students who wish to withdraw from school must:

- a) Discuss it with their designated Administrator and/or Counselor;
- b) Must have the permission and authorization of their parent/guardian; and
- c) Must complete a withdrawal form available from office of their designated Administrator.

I. CODE OF CONDUCT FOR STAFF AND STUDENTS

Being a student of a senior high school, you will be responsible for your behaviour and actions on school grounds or during school sponsored activities. You will be expected to strive personally in your studies, assignments, classroom participation and learning preparedness. In general, you are expected to behave in a manner that permits every student the right to:

- Dignity and respect
- The best education possible in a classroom conducive to learning
- Physical security and security of personal property
- A safe and respected school environment

Rules, entitlements and responsibilities vary depending on your role as:

- An individual among equals
- A student in class
- A citizen of a school community

Philemon Wright operates on the belief that ALL students have the right to learn. Students disruption classes, creating disturbances in the halls, being disrespectful to others or displaying unacceptable behaviour can expect to receive reminders, corrections and/or other disciplinary measures. Every staff member is authorized to ensure that Philemon Wright High School is safe and pleasant, assisting everyone to work towards creating a climate that is positive and productive.

J. ZERO TOLERANCE FOR UNACCEPTABLE BEHAVIOURS

- Intimidation – to frighten, force, discourage, or inhibit by use of verbal or non-verbal actions in order to influence conduct;
- Harassment – systematic or persistent verbal or physical action such as taunts, insults, annoyances, demands, etc, designed to inflict distress;
- Threats – verbal promise or overt action forewarning trouble, worry or harm;
- Assault – physical, sexual – an unlawful personal attack (including menacing words or gestures), an attempt to cause injury, an unwelcome physical interference with another person;
- Theft – taking possessions or goods belonging to another person without that person's consent;
- Students who deliberately damage school property will be charged with the necessary repairs or replacement costs. Breaches of the Criminal Code are reported to the police.
- Trespassing – any individual on school premises without authorization;
- Extortion – intimidating or threatening behaviour intended to extract money, services or property;

- Bigotry – written or verbal comments which insult others because of their gender, racial origin, ethnicity, religion, or sexual orientation.
- Possession of weapons/Replicas:
 - ✓ Anything used or intended for use in causing death or injury to persons whether designed for that purpose or not and;
 - ✓ Any replica of a weapon used for the purpose of threatening or intimidating any person.

K. REFLECTION ROOM: The Purpose of the Reflection Room is to allow time for students and teachers to re-evaluate a situation causing a disruption or failure to communicate. The Reflection Room is to be used only after measures have been taken by the teacher to resolve the issues hampering success in the classroom. Students who refuse to stay in class or are very disruptive are not to be in the hallway unattended. The Reflection Room is to be used for these students who are unable to remain in a classroom. Rules for the student while in the Reflection Room:

- no sleeping, eating, or drinking;
- no hats or electronic devices (walk-mans...etc.);
- no talking;
- he/she must do work of some kind, if work is not provided by the classroom teacher, work may be provided by the supervisor or the administrative staff;
- unless otherwise noted by the principal, students will report to next class;
- if the student refuses to follow these rules, a principal should be contacted immediately and a report filled-out;
- students are to leave the reflection room when they are dismissed by the supervisor; and/or
- if a student refuses to follow the directives of the supervisor and is asked to leave the Reflection Room, they will be sent home immediately and suspended for at least a full day of school.

L. AFTER SCHOOL OR WEEKEND DETENTIONS:

After school or weekend detentions will be used:

- a) when a student has violated a school policy and/or
- b) a student is not completing schoolwork required for a specific class/subject.

Guidelines:

- Detentions will be assigned by an Administrator;
- Parents/Guardians and Students will be informed at least 24 hours before the detention is to take place;
- The detention will be served from 7:40 – 8:40 a.m. or 3:30-6:30 p.m. on a weekday and from 9a.m.- 12 p.m. on Saturdays in a room assigned by an Administrator;
- The parent/guardian/student is required to arrange for transportation home on weeknights and will have to arrange transportation to and from school on Saturdays.
- Students who are assigned to detention will miss any extracurricular activities they have during the detention;
- A student who skips detention will be suspended from school and will be required to serve 2 additional After School or Weekend detention.
- If a teacher feels a After School or Weekend Detention is warranted by a student, the teacher will submit a written request to an Administrator. The teacher may request a detention for a student if the student violates class/school rules of proper conduct.

Rules for the student while in Detention:

- no sleeping;
- no eating, or drinking;
- no hats or personal music players;
- no talking;
- he/she must do work, work will be provided by the supervisor and/or the Administrator;
- if the student refuses to follow these rules, an Administrator will be contacted and a report filled-out;
- students are to leave detention when they are dismissed by the supervisor.

**Philemon Wright High School
SUSPENSION POLICY**

The primary consequence of suspension is the removal of a student from the curricular, co-curricular, and extra-curricular services of the school for the period of the suspension. The decision to suspend a student is made by an Administrator.

Pre-Suspension Procedure:

- A thorough examination of the situation will take place and a written report made by an Administrator;
- The suspension will be explained to the student. Violation of school or school board policies will be outlined for the student and the parent or guardian;
- The length of the suspension will be decided by an Administrator;
- Whether the suspension will be an In-School or an Out-of-School suspension will be decided by an Administrator;
- The Principal shall endeavor to notify the parent/guardian of the student of the pending suspension by email or telephone and in writing. A written notification will follow and a copy will be placed in the student's file.

While under In-School suspension, the student:

- may attend the school but at all times must stay in the supervised area designated by an Administrator;
- may not participate in any extra-curricular or co-curricular activities;
- must complete work assigned by an Administrator;
- may not seek academic help or work from any staff member other than an Administrator;
- is encouraged, of his or her own volition, to keep his or her work up to date.

While under Out-of-School suspension, the student:

- may not be on school property nor can take school transportation;
- may not participate in any extra-curricular or co-curricular activities;
- must complete work assigned by an Administrator. while away;
- may not seek academic help or work from any staff member;
- is encouraged, of his or her own volition, to keep his or her work up to date; and
- will receive a mark of zero for any missed evaluation; but
- will be allowed to come to school during a scheduled test or exam, provided parents/guardians make arrangements with an Administrator and then escort the student to and from a designated area separate from the regular classroom to write the test.
- ***If a student is suspended for disrespectful/violent behavior and/or drugs or alcohol, they may not be permitted to participate in any extra-curricular/co-curricular activities, field trips, or PROM.***

Post-Suspension Procedures:

- A meeting with an Administrator, the student and the student's parent/guardian must take place prior to the student's return to regular classes.

Philemon Wright High School
Reflection Room Policy

The purpose of the Reflection Room is to allow time for students and teachers to re-evaluate a situation causing a disruption or a failure to communicate. The Reflection Room is to be used only after measures have been taken by the teacher to resolve the issues hampering success in the classroom. Students who refuse to stay in class or are very disruptive are not to be in the hallway unattended. The Reflection Room is to be used for these students who are unable to remain in a classroom.

If a teacher must remove a student from class because of continued misbehaviour (continued disruption, disrespectful behaviour and/or language, continued defiant or uncooperative behaviour, etc...) the student is to be sent to Reflection Room with an "Admit to Reflection Room" slip. The teacher is asked to phone the supervisor to ensure the student's arrival. The classroom teacher is responsible to follow-through with the discipline procedures after the period is over, as well as contact parents, if so warranted. The teacher is also asked to fill-out a "Request for Assistance: Student Performance" and submit it to the Administrator responsible for that grade level.

The supervisor of the Reflection Room is asked to record information, enforce rules, and be consistent and fair.

Rules for the student while in Reflection Room:

- no sleeping;
- no eating, or drinking (except at lunch);
- no hats or personal music players;
- no talking;
- he/she must do work, work will be provided by the supervisor and/or the Administrator;
- unless otherwise noted by the Administrator, students will report to next class;
- if the student refuses to follow these rules, an Administrator will be contacted immediately and a report filled-out;
- students sent to the Reflection Room twice in one day will be suspended for the remainder of that school day and for the following day of school (O.S.S.);
- students are to leave the Reflection Room when they are dismissed by the supervisor.

Philemon Wright High School
Computer Lab Policy

This policy establishes a code of conduct for the Philemon Wright and Hadley Computer Labs, to ensure that students and staff have the opportunity to enhance their learning environment through the organized use of technology.

A staff member wishing to book a class into the computer lab must sign-up for the required date and time using the log book at the front reception desk.

No food or beverages are allowed in the computer labs. There are no exceptions. This policy protects the equipment from spills that could damage or destroy computer components.

Students must be well supervised in the computer labs and can never be left unattended. Anyone engaged in activities of misuse of computers or visiting unauthorized sites including Chat sites, Facebook, My Space, etc. must be reprimanded and sent to the office immediately. This student's use of technology may then be revoked by the school.

One common problem in computer labs is that some students insist on writing on the table tops, stealing hardware, damaging hardware...these students must not be allowed to continue to use the lab. They must be sent to the office. Students will be asked to pay for damaged property and may be suspended from the use of technology in the school and/or suspended from school.

Report all tech issues to an Administrator in writing or through email. If anything is damaged accidentally, report it as soon as possible. Also, we must leave a note for the incoming teacher on the desk in the lab to insure there are no unjust surprises for our colleagues.

Out of courtesy, staff members and Administrators are expected to inform the receptionist of all appointments.

Philemon Wright High School Policy on Plagiarism and Cheating

Cheating and plagiarism are very serious academic offenses.

Plagiarism involves using the ideas or words of others as your own. **Any student who plagiarizes on a paper or who cheats on a test or exam will receive an automatic "zero" for the paper, test, and/or exam.** The parents of the student will be notified concerning the offense and will be notified of the "zero" grade.

In the case of a term paper, the student WILL NOT have the option to rewrite the paper. In the case of a test, the student WILL NOT be permitted a re-examination.

The following circumstances require footnoting and would constitute plagiarism if not properly documented:

All word-for-word quotations.

All passages that you have summarized or paraphrased.

All charts, graphs, diagrams that are not your own.

All statistics that you have not compiled yourself.

All theories or interpretations that are not your own.

All key words or terms that you have taken from a special source.

We define cheating as:

- any form of communication during a test or Exam (verbal, gestures, electronically transmitted information, etc.) unless otherwise permitted by the Teacher or the Exam Supervisor.
- Using any unauthorized material or information during an assignment, test, or Exam.
- Knowingly using information or materials that is not the property of the student or sharing information and/or materials with other students.

This is a school-wide policy and will be followed by all teachers and students. If it becomes necessary, the teacher may request a conference with the student, the parent, a guidance counselor, principal and curriculum coordinator. We believe that students who plagiarize have cheated themselves out of the experience of being responsible members of the academic community and have cheated their classmates by pretending to contribute something original which is, in fact, a cheap copy. Students who do not thoroughly understand the concept of plagiarism and methods of proper documentation should request assistance from their teacher and from librarians.

Philemon Wright High School Homework Policy

Introduction

It is expected that all schools, in consultation with their communities, will review their existing school homework policy to ensure it is relevant to the needs of their students.

A copy of the revised document should be distributed to staff, students, parents and caregivers, particularly at the time of student enrolment.

Parents and caregivers have an important role in assisting the school in this review of their school's homework policy. It has the potential to affirm the partnership in learning between parents and teachers and to ensure that the importance of family and leisure activities is recognized in the amounts and type of homework that is set.

Full consideration should be given to the value and purpose of homework and the principles and practices outlined in this document that ensure homework is educationally beneficial and meets the realistic expectations of students, teachers, parents and caregivers.

Purposes of Homework

Homework:

- is a valuable part of schooling;
- allows for practicing, extending and consolidating work done in class;
- provides training for students in planning and organizing time;
- develops a range of skills in identifying and using information resources;
- establishes habits of study, concentration and self-discipline which will serve students for the rest of their lives;
- strengthens home-school links;
- reaffirms the role of parents and caregivers as partners in education;
- provides parents and caregivers with insights into what is being taught in the classroom and the progress of their children; and
- challenges and extends gifted and talented children.

General Principles

Homework is most beneficial when:

- it reinforces and extends class work and consolidates basic skills and knowledge;
- it is challenging and purposeful, but not so demanding that it has adverse effects on the student's motivation;
- parents or caregivers are involved in the formulation and implementation of the school's homework policy;
- students take responsibility for their homework, supported by their parents or caregivers;
- it is well coordinated and teacher expectations are well communicated;
- it is set on a regular basis and establishes a routine of home study;
- teachers set suitable amounts of homework which are varied and at an appropriate level considering the age, stage of schooling and capabilities of students;
- it takes into account students' home responsibilities and extracurricular activities such as clubs, sport and part-time employment;
- it is marked promptly and accurately;
- feedback and follow-up are provided regularly to students; and
- it develops and extends the core learning skills of inquiry and independent study.

Types of Homework

The amount of time that students are expected to spend on homework will depend upon the age, ability, home environment and extracurricular activities of students, including family and cultural obligations. It is important that students of all ages have opportunities for free time, leisure and physical activities outside of school.

The three main types of homework are:

Practice exercises - providing students with the opportunities to apply new knowledge, or review, revise and reinforce newly acquired skills, including:

- consolidation exercise e.g. math, including memorization of tables;
- practicing for mastery e.g. spelling words;
- revising information about a current topic;
- practicing words or phrases learnt in a language other than English;
- reading for pleasure; and
- essay writing.

Preparatory homework - providing opportunities for students to gain background information on a unit of study so that they are better prepared for future lessons, including:

- background reading;
- reading e.g. English text for class discussion;
- researching topics for a class unit of work; and
- collecting items e.g. geometric shapes.

Extension assignments - encouraging students to pursue knowledge individually and imaginatively, including:

- writing e.g. a book review;
- making or designing something e.g. an art work;
- investigations e.g. science, social science;
- researching e.g. history, local news;
- information and retrieval skills e.g. using a home computer to find material on the Internet; and
- monitoring e.g. advertising in particular newspapers.

Wherever possible homework should recognize the place of technology in today's world and the benefits of using technology such as home computers, E-mail and the Internet for organizing and accessing information. Schools, however, should have regard for equity issues

Successful Practice

In high school, homework should develop in students' habits of reviewing work undertaken in class.

It is expected that homework will be set on a regular basis in each subject.

Coordination across faculties is essential to accommodate competing demands in regard to homework, assessment tasks, assignments and examination preparation. This is particularly important in the senior years of high school.

There are times when students should be provided with the opportunity to negotiate the amount, type and timeframes of homework.

The quality of homework will be enhanced by students getting expert advice about homework and study skills through seminars and study times.

Many schools find school agendas useful to develop students' organizational skills and time management, and to improve home-school communication. As students move into the senior school it is expected that homework demands will increase.

Expectations

Parents and caregivers can help by:

- taking an active interest in homework;
- ensuring that there is time set aside for homework;
- encouraging and supporting students to complete homework;
- providing, where possible, a dedicated place and desk for homework and study;
- encouraging their children to read and take an interest in current events;
- assisting teachers to monitor homework by signing completed work if requested and being aware of the amount of homework set;
- communicating with teachers any concerns about the nature of homework and their children's approach to the homework; and
- alerting the school to any domestic or extracurricular activities which may need to be taken into consideration when homework is being set or corrected.

Teachers can help by:

- explaining to students and their parents or caregivers the purpose and benefits of homework;
- ensuring students and parents or caregivers are aware of the school's homework policy;
- providing quality homework activities related to class work;
- setting a suitable amount of relevant homework which is appropriate to the ability of each student;
- ensuring that students are aware of what is expected of them, and how their work will be assessed;
- giving students sufficient time to complete their homework, taking into account, as far as possible, competing home obligations and extracurricular activities and homework set by other teachers;
- marking homework promptly and appropriately, maintaining homework records and providing feedback to students and parents or caregivers; and
- alerting parents or caregivers of any developing problems concerning their children's homework and suggesting strategies that they can use to assist their children with their homework.

Students can help by:

- being aware of the importance of homework;
- being aware of their school's homework policy;
- completing homework within the given time frame;
- alerting parents or caregivers to homework expectations;
- seeking assistance from teachers and parents or caregivers when difficulties arise
- showing their homework to their parents or caregivers;
- ensuring homework is of a high standard; and
- organizing their time to ensure that sufficient time is given to quality homework within set deadlines.

<p>Philemon Wright High School Proposed Extra-curricular and Co-curricular Activities Offered to Students</p>

Philemon Wright has a number of teams, clubs and activities, which are run on an extra curricular basis. Fees to partially defray expenses may be charged. All student activities are directed by the Students' Council and must be pre-approved by them. These activities are publicized in the daily bulletin. All fund-raising activities are the responsibility of the specific club with the consent and cooperation of the Students' Council and the Principal.

A. GUIDELINES FOR PARTICIPATING ON:

1. STUDENT S COUNCIL EXECUTIVE

- Regular attendance.
- Academic average of seventy (70%)
- Have not failed two or more compulsory subjects. Class representatives and committee heads are elected in the beginning of each year.

2. NOON HOUR AND EXTRA CURRICULAR SPORTS PROGRAMS

- Equipment may be borrowed over lunch upon presentation of students ID cards.
- Students in good standing may participate, (strong attendance, adequate grades, and satisfactory efforts). Status may be review revoked at any time.
- Proper attire is expected when participating in any physical education activity.

- Only non-marking running shoes may be worn in the Gym
- We also discourage wearing any item of clothing for gym classes that is to be worn in regular classes afterward.
- NOTE: Slamming, hanging, on basketball nets or on the rims causes undue wear and damage to them and strictly forbidden.

B. Cultural and Social, Sports and Physical Activities Offered:

- Academic and Citizenship Awards
- 30 Hour Famine
- Drama Productions ,Talent Shows, Air Band Contests
- Peer Tutors/Tutoring, Peer Helpers
- Lunch Time movies, games room/clubs
- Environmental/Recycling Club
- School Band
- Yearbook Club
- Open House/Parent Information Nights
- Mini-Enrichment/University, Career Symposiums
- After School Homework Club
- Power-Play After-School Classes: Cooking, French, English, Math, Hairstyling, Writing
- Spirit Days/ Week
- Terry Fox Run
- Varsity Sports
- Intramural Sports
- Sports Camps: Spring and Summer
- March Break Basketball Camp
- Cheerleading
- Student Council

PARTICIPATION IN ALL ACTIVITIES IS CONTIGENT UPON POSITIVE ATTITUDE, GOOD BEHAVIOUR AND THE STUDENT MUST REMAIN IN ACCEPTABLE ACADEMIC STANDING.

Participation in extra-curricular activities, field-trips and/or clubs may be denied if school fees have not been paid.

**Philemon Wright High School
Proposed Student Services Offered**

At PWHS, we have an attentive and caring Administrative, Teaching and Support Staff. There are a variety of services are available to Philemon Wright students from the following qualified specialists. Seek information through Health or Student Services and/or Contact a trusted teacher, counselor, school nurse or administrator for immediate help.

- EXTRA-HELP AND TUTORING
- STRESS MANAGEMENT
- PERSONAL ISSUES
- DRUG AND ALCOHOL COUNSELLING
- GUIDANCE COUNSELORS
- LIFESKILLS CLASSES
- NURSE/DOCTOR
- PEER HELPERS
- CLSC SOCIAL WORKER
- SUICIDE PREVENTION

**Philemon Wright High School
Emergency Procedures**

- In the event of a fire or at the sound of the fire alarm, classes will move quietly to the exits which are clearly indicated outside all rooms. Classes must stay together for roll call, but must move at least 20 meters from the building.
- Students not in class should proceed to the nearest exit and rejoin the class immediately.
- Students are to leave the building in an orderly and quiet manner.
- Students must not re-enter the school until they have heard three short rings sounded on the school bell.
- Treat every fire alarm seriously. Any student interfering with the alarm system without due cause, is liable to a suspension of up to ten (10) days. A report will also be made to the Fire Prevention Authorities and charges laid with the Police. If a student pulls the fire alarm purposely without due cause, they will be prosecuted by the Police, fined by the City of Gatineau, and suspended from school for up to ten (10) days.
- In the event of an environmental disaster, the bell will ring continuously. Everyone must enter the building immediately and proceed to the gym or auditorium and await further instructions.
- In the event of an internal threat, an announcement will be made to secure all classes. Students are to move to the nearest classroom, doors are to be locked, everyone is to be away from the door and silence must be maintained until further instructions are given.

Philemon Wright High School Library Services

The School Library is a quiet place (shhh!!!) where Philemon Wright and Hadley students come to do research and homework. The Library Collection consists of fiction and non-fiction books, a reference section, newspapers, magazines, a vertical file and online resources such as the Internet. Students can research for books by using the library's new online catalogue REGARD which is available on the Internet at www.wqsb.qc.ca/library

LIBRARY SERVICES:

- A photocopier is available for student use in the library. 10 cents per page (subject to change)
- Library Loans: Library books may be borrowed for approximately 10 school days. The due date is stamped in the back of each book and represents the final date for return.
- Late Fees & Overdue Books: Fines are 10 cents per day per book; the maximum fee is \$1.00. To avoid paying late fees, please return library books on time. Remember to check the date due in the back of each book.
- Overdue notices are distributed to students. If a book is lost or stolen, the student who borrowed the book(s) is responsible for paying the replacement cost.
- Reserving a book: Students can reserve library books. If you wish to reserve a book that is on loan to someone else, please speak with a library staff member who will be pleased to explain this procedure to you.
- Hours of Operation: Watch for posted signs.

Philemon Wright High School POLICY REGARDING TRANSPORTATION

A. Security:

- The School Board of Western Quebec and their transportation contractors take all possible safety measures in order to assure that each student is transported safely.
- However, it is incumbent on all parents to take the necessary time to explain clearly all safety rules regarding school bus transportation. This is particularly important when dealing with kindergarten and elementary school students. All students should become familiar with the rules of security while getting on or off the bus.
- In addition, each student should exercise caution when crossing a public thoroughfare. All students must cross in front of the bus; they must come to a full stop in front of the bumper extension arm, be well in view of the bus driver and await the driver's signal before crossing. Even though the flashing lights are operational, they must make sure that oncoming traffic has come to a complete stop in both directions before crossing.

B. Role of the school bus driver:

The primary responsibility of the driver is to drive his/her vehicle safely. We therefore encourage you to cooperate with the driver and request that you stress to your child the importance of listening to the driver's instructions. In the event that a conflict should arise, the matter should be referred to the school's Administrative staff.

C. Items which students may bring onto school buses:

Article 519.10 of the Highway Safety Code states that students traveling on a School Bus may carry only items that will fit on their lap. These items must be in an appropriate bag.

Examples of items not permitted by Article 519.10 are skis, skate boards, guitars, baseball bats, large school projects.

D. RESPONSIBILITIES OF THE STUDENTS

- The students must be punctual and arrive at their designated bus stop at least five (5) minutes before the bus arrives.
- The students must not run to their bus stop.
- The students must stay on the soft shoulder or the sidewalk until the bus comes to a full stop.
- When boarding, if they must cross the street, the students must wait for the driver's signal before crossing.
- The students must board and alight the bus calmly.
- The students must walk directly to their seats and remain seated until they reach their destination.
- The students must abide by the transportation rules.
- Yelling, whistling and shouting are forbidden on the bus.
- Unless absolutely necessary, the students must refrain from talking to, disturbing or distracting the bus driver.
- The students must keep their hands and heads inside the bus when it is moving.
- The students must not throw any object inside or outside the bus.

E. DISCIPLINARY ACTION

- Based on written reports submitted by drivers or supervisors of student behaviour, the School Administration will deal with each case based on the following guidelines:

- Singularly inexcusable conduct (i.e., threatening or assaulting driver, vandalism, stealing bus equipment, throwing objects from the bus etc.) shall result in an immediate and indefinite period of suspension from bus use.
- When the security of passengers is menaced by the actions of any rider, the driver may refuse to carry that person(s).
- Inquiries or complaints should be directed to the school's Administrative staff.
- Provincial and School Board policy require that all cases of smoking be reported to the School Administration. Offenders will be disciplined. Repeat offenders may lose bus privileges for an indefinite period of time.
- A student found to be in possession of alcoholic beverages, drugs, or under the influence of alcohol or drugs will be subject to the Western Québec Drug and Alcohol Policy. Out of respect for the people around me, and to ensure my very own safety, I will follow the same rules as all other adult passengers of the STO, and act in a responsible manner.
- Ultimately, if the conduct of a student is disruptive, disrespectful and/or unsafe, the student will be suspended/expelled from school and/or suspended/expelled from using all forms of transportation available through the Western Quebec School Board.

NB – Philemon Wright High School does not sell STO bus tickets. In the event of a student missing their school bus, we recommend that your son/daughter have an emergency STO bus ticket with them at all times.