



École Hadley Junior High School
Tel: 819-776-3158
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email: hadley@wqsb.qc.ca

www.hadleypwhs.com

Policy Handbook

École Philemon Wright High School
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1. WESTERN QUEBEC SCHOOL BOARD & HADLEY/PHILEMON DRUG & ALCOHOL POLICY

(The complete version of this policy is available from the school directly or from the WQSB Website):

The following was adopted as policy in December 1996: Any student, youth or adult, using or in possession of alcohol and/or 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/guardians 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 drugs on school property or during school organised activities shall be suspended immediately for a period of ten (10) school days.
5. The school administration will recommend that parents enrol the student in a rehabilitation program and will make available to the parents and the student a drug information package.
6. Students repeating the offence 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.
8. Refusal of a search is an automatic 10 day suspension pending a discipline committee meeting.

2. WESTERN QUEBEC SCHOOL BOARD & HADLEY/PHILEMON SAFE SCHOOL 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, parents and students included, to contribute to the development of safe schools. Through the 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 believes in teaching self-control, self-respect and self-discipline to help students prepare for a satisfying and productive life. The Board sees as its role the safe-guarding of the learners and staff members on its premises or at school sponsored events and does not tolerate:

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

Promoting Safe Schools:

- The Western Québec School Board believes in positive, constructive discipline intended to create an orderly, co-operative learning atmosphere in all schools.
- Schools are encouraged to use programs that encourage positive attitudes and acceptable behaviour.
- Following from Article 76 of the Education Act, disciplinary practices should be fair, consistent, age appropriate and flexible enough to meet the needs of each school.
- Communication, consultation and cooperation between senior administration, school administration, students, parents, and teachers must be on-going.



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- The Western Quebec School Board believes in working actively and collaboratively with parents, staff, students, social and law enforcement agencies, colleges and universities, municipalities, community organizations, teacher organizations and other groups.
- The Western Quebec School Board will adopt safety procedures for schools that will provide for a safe and secure environment in all its institutions.

UNACCEPTABLE BEHAVIOURS:

- Intimidation – to frighten, force, discourage or inhibit by the 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, unwelcome physical interference with another person;
- Vandalism – the deliberate damage or defacement of school grounds, buildings, equipment, books or personal property;
- Theft – taking possessions or goods belonging to another person without that person's consent;
- 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.
- Trespassing – any individual on school premises without authorization;
- Extortion – intimidating or threatening behaviour intended to extract money, services or property;
- Overt Bigotry – written or verbal comments which insult others because of their gender, racial origin, ethnicity, religion, or sexual orientation.
- In the case of the occurrence of any of the preceding defined behaviour, the appropriate procedures listed below will be followed:

Procedures:

- inform the student of the behaviour that is in violation of the policy;
- communicate with a parent or guardian in a timely and appropriate manner;
- inform appropriate authorities and confiscate weapons necessary;
- impose an appropriate in-school sanction or school suspension according to the following prescribed minimal consequences:
 - Verbal threats, racial, physical and/or sexual harassment or abuse = minimum 1 day suspension
 - Possession of weapons = minimum 3 day suspension
 - Threats to use weapons = minimum 5 day suspension
- Using a weapon = Discipline Committee**
N.B. Definition of "weapon" and length of suspension (less than 10 days) at the discretion of the Principal

*6-10 day suspension requires the approval of the Director General

** Minimum action will result in a Discipline Committee meeting= 10 day suspension



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(Suspension may be immediate and for an indefinite period of time pending a review of the situation including possible referral to the Discipline Committee. (An information sheet on the functioning of the Discipline Committee is available to parents, teachers and students.)

- recommend counseling; and
- recommend an alternative learning placement where required.

3. DISCIPLINE PHILOSOPHY

AT HADLEY/PHILEMON, we believe that all students have the right to learn in a safe environment. Each student works towards creating a climate that is positive and productive. No student has the right to exhibit behaviours that infringe upon the rights of others. We believe that school and home share the obligation of teaching young adolescents appropriate behaviour, a sense of responsibility and respect for themselves and others. At Hadley and Philemon, we have adopted a school-wide discipline policy which reflects the above philosophy. Most students behave responsibly most of the time. Some students, however, may err in their judgment of what is acceptable behaviour. This discipline policy is designed to help students understand when they have chosen to behave inappropriately and to encourage them to learn and practice more acceptable alternatives.

Any behaviour that disrupts the learning environment and the welfare of students/staff is considered to be a discipline concern and is subject to disciplinary action. Teachers at HADLEY/PHILEMON will recognize positive behaviour when appropriate. The staff is committed to increasing communication not only between teachers and students, but also between school and home. Our goal is to help students understand that they are responsible for their behaviour and are in control of themselves.

4. COMPUTER AND TECHNOLOGY USER POLICY

General Policies:

Persons who receive accounts or who receive temporary access to the local area network at Hadley Junior High School & Philemon Wright 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 unless authorized by a staff member, 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.

In Summary students cannot:

- Use, or attempt to use, Hadley's or Philemon's computer systems or those accessible by network, without proper authorization, which includes, but not limited to, supplying misleading information or false credentials.
- Tamper with, obstructing, or attempting to alter the operation of any computer system accessible through Hadley's and Philemon's network connections.



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- Attempt to modify, distribute, or copy data of software without proper authorization.
- Attempt to physically open, damage or otherwise alter hardware such as mice, keyboards, computers, scanners, or cameras.
- 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;
- Downloading applications or files uses up hard drive space and is 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.

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 suspended from school.

Cell Phones/Electronic Devices

- Students will be allowed to use portable electronic devices (i.e. iPods, PSPs) and cell-phones (check texts messages/time ONLY) during **NON-CLASS TIME ONLY** in the halls, cafeteria or outside the school.
- Electronic devices **ARE NOT** to be used in the classrooms for personal use. Earbuds are to be removed from the students' ears and out of sight.
- Students **ARE NOT** to record anything (video, pictures) on their device or play music or loud sounds.

Students **WILL NOT** be reminded to use such devices appropriately in assigned areas and any devices used in or interrupting classes the student will be:

- Asked to bring their phone to the office.
- The student will get their phone back at the end of the day and will be assigned a detention
- Out of school suspensions will be assigned if a student refuses to hand over device.
- Repetitive use in restricted areas may result in suspension and/or loss of privileges and/or suspension.



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5. DRESS CODE POLICY

Students are expected to dress in a professional manner for a place of education. Hadley-Philemon gear is welcome and encouraged.

- Wear clothing with positive and non-violent images/phrases.
- Wear clothing with no references to drugs or alcohol.
- Wear pants, shorts, and skirts that cover undergarments and buttocks.
- Wear clothing that covers the chest and midriff.
- Hats and hoods are to be removed for safety concerns and to show respect.
- Hats and coats are welcome outside but must be put in your locker once you enter the building (along with your school bags).

If a student does not respect the following guidelines, they will be referred to an administrator. An administrator will talk to the student one-on-one, and if the student's attire violates the dress code, they will be asked to change. If it is a repeated offence concerning a hat, the hat will be kept in the office for the remainder of the day. If the student refuses they will go home or sit in the reflection room for the remainder of the day. The administrator will follow up with the teacher and may contact the parent

6. PLAGIARISM & CHEATING POLICY

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 key words or terms that have been taken from a special source.
- All passages that have been summarized or paraphrased.
- All theories or interpretations that are not your own.
- All charts, graphs, diagrams that are not your own.
- All statistics that you have not compiled yourself.

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, Administrator 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.



7. Promotion Policy: Promotion Policy Overview by Level

Cycle 1.1 Grade 7	Cycle 1.2 Grade 8	Cycle 2.1 Grade 9	Cycle 2.2 Grade 10	Cycle 2.3 Grade 11
<p>The student's promotion from grade 7 to grade 8 is dependent on a review of their results of all four terms and their Attitude to Study. A letter will be sent home at the end of the year, indicating your child's placement.</p>	<p>The student's promotion from grade 8 to grade 9 is dependent on a review of their results of all eight terms and their Attitude to Study. A letter will be sent home at the end of the year, indicating your child's placement.</p>	<p>Subject Promotion: - a student entering into Grade 9 will repeat Grade 8 Math and/or French until they pass it.</p>	<p>Subject Promotion: - a student entering into Grade 10 will repeat Grade 9 English, Math and/or French until they pass it.</p>	<p>Subject Promotion: - a student entering into Grade 11 will repeat Grade 10 English, Math French, History and/or Science until they pass it.</p>
<p>In Secondary Cycle 1, to move forward by level: (1) a student must pass two of: English French/ Français Math AND (2) a student must pass five of: Physical Education Ethics/Éthique Cultural Arts Geography/ Géographie History/ Histoire Science and Technology/Science et Technologie</p> <p>Pass = Level of 3 or (60%) To remain in Enriched, a student must maintain a 70% in all three competencies in Français 100 and Français 212.</p>		<p>In Secondary Cycle 2, to move forward by level, (1) a student must pass or repeat subject: English (Grade 9, Grade 10, Grade 11) French/ Français (Grade 8, Grade 9, Grade 10, Grade 11) Math (Grade 8, Grade 9, Grade 10, Grade 11) History/ Histoire (Grade 10) Science and Technology/Sciences et Technologie (Grade 10) And (2) a student must pass five of: Physical Education POP/POPF/Ethics/Éthiques Cultural Arts History/ Histoire Science and Technology/Sciences et Technologie Elective Subjects</p> <p>Pass = Level of 3 or (60%) To remain in Enriched, a student must maintain a 70% overall The following courses are mandatory for graduating from a Quebec Secondary School:</p> <p>COURSES Required for Graduation Secondary 4 MATHEMATICS Secondary 4 HISTORY Secondary 4 GENERAL SCIENCE or APPLIED GENERAL SCIENCE Secondary 4 ARTS EDUCATION Secondary 5 ENGLISH Secondary 5 FRENCH Secondary 5 ETHICS AND RELIGIOUS CULTURE OR PHYSICAL EDUCATION</p> <p>Pass = Level of 3 or (60%) Along with these MANDATORY courses, a student must achieve at least 54 Credits in Grade 10 and 11 combined, with at least 20 credits at the Grade 11 Level.</p>		



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8. REFLECTION ROOM PHILOSOPHY

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. Students sent out of class twice in a day will be suspended for a full day of school.

Rules for the student while in the Reflection Room:

- a) no sleeping, eating, or drinking;
- b) no wearing of hats/headwear or electronic devices;
- c) no talking;
- d) he/she is encouraged to do work;
- e) unless otherwise noted by the principal/vice-principal, students will report to next class;
- f) if the student refuses to follow these rules, a principal/vice-principal should be contacted immediately and a report filled-out;
- g) students are to leave the reflection room when they are dismissed by the supervisor;
- h) 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 a full day of school.

9. SCHOOL CANCELLATION DUE TO SEVERE OR INCLEMENT WEATHER POLICY

Please check both Hadley and PW websites for links to information regarding Bus Cancellations.

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 and updated on the WQSB website.

	STATIONS	TELEPHONE #
AM:	CFRA (580)	(613) 738-7397
FM	CJRC (104.1)	(613) 561-8821
	CBC (90.7)	(613) 288-6600
	CKOY KISS FM (105)	(613) 736-2020
	CBC (91.5)	(613) 288-6475
	CHEZ (106.1)	(613) 736-2020
	CKQB-The Bear (106.9)	(613) 225-1069
	CFRA 93.9	(613) 789-2486



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10. SCHOOL FEES POLICY

Invoices will be sent home late September or early October after student schedules are finalized. Payment may be made in cash, cheque or debit. A receipt will be issued upon payment. If you are unable to pay school fees all in one lump sum, please contact our finance department. It is important to remember that school fees cover students' consumables and supervision. If they are not paid names are sent to the school board to forward to collections. Students may not be allowed to participate in extra-curricular activities unless their school fees are paid. If they are not collected it shows up as the schools bad debt.

11. SEARCHES & SURVEILLANCE IN OUR SCHOOL POLICY

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 a student and or their personal belongings and or locker. When students are on WQSB property (including 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. When conducting a search there are always two adults in the room. The students remain dressed at all times. **Students who refuse a search will automatically be suspended for a minimum of 10 school days and a meeting with Discipline Committee at the WQSB will be scheduled.**

12. SMOKING POLICY

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 HADLEY/PHILEMON 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, PHILEMON students are ONLY allowed to smoke at the park during breaks and lunches. In September, the Administrative staff will direct students to acceptable alternatives if students choose to 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. Hadley students found in possession of lighters and/or cigarettes may be suspended for three school days.

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.



13. STAFF SUPERVISING STUDENT CONDUCT POLICY

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 HADLEY/PHILEMON 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 article, staff members are encouraged to bring it to an administrator in case of theft of the article while in the staff members' possession.

14. 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 the Principal/Vice-Principal.

Pre-Suspension Procedure:

- A thorough examination of the situation will take place and a written report made by the Principal/Vice-Principal.
- 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 the Principal/Vice-Principal.
- Whether the suspension will be an In-School or an Out-of-School suspension will be decided by the Principal/Vice-Principal.
- The Principal/Vice-Principal shall endeavor to notify the parent/guardian of the student of the pending suspension by email, telephone and/or in writing. Whenever possible, the student and/or his or her parent/guardian shall be provided written and/or oral notice of the suspension prior to the time the suspension is to commence. If notice is not possible prior to the time of the suspension, every effort will be made to secure notice the next day.

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

- may not visit the school;
- may not participate in any extra-curricular or co-curricular activities;
- must complete work assigned by the Principal/Vice Principal while away;
- may not seek academic help or work from any staff member; and
- is encouraged, of his or her own volition, to acquire assignments from a classmate and keep his or her work up to date.

While under In-School Suspension, the student:

- may attend the school but at all times must stay in the supervised area designated by the Principal/Vice-Principal;
- may not participate in any extra-curricular or co-curricular activities;
- must complete work assigned by the Principal/Vice-Principal;
- may not seek academic help or work from any staff member other than the Principal/Vice-Principal; and



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- is encouraged, of his or her own volition, to acquire assignments from a classmate and keep his or her work up to date.

Post-Suspension Procedures:

- A meeting with the Principal/Vice-Principal, the student and the student's parent/guardian may take place prior to the student's return to regular classes.
- The student will be allowed to complete class work and assignments missed during the suspension upon his/her return to regular classes. Teachers will determine under what circumstances assignments will be accepted.

15. STUDENT TRANSPORTATION POLICY:

Any changes to the methods of transportation to and from school must be made through the Transportation Department at the Western Quebec School Board. No person, this includes parents, students themselves, Principals/School Staff, and/or Bus Drivers can authorize a change of the method of transportation. ONLY the Transportation Department of our school board can authorize an alteration in the bus or the route of the bus (this includes pick-up and drop-off areas). Even for a "one time" situation students will not be allowed to switch buses at any time, for any reason, unless authorized by the school board.

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.

ROLE OF THE SCHOOL BUS DRIVER:

The primary responsibility of the driver is to drive his/her vehicle safely. We therefore encourage parents and guardians to co-operate with the driver and request that they stress to their 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 principal.

ITEMS WHICH STUDENTS MAY BRING ONTO SCHOOL BUSES

Article 509.10 of the Highway Safety Code states that students travelling 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, and large school projects.

ELIGIBILITY FOR SECONDARY TRANSPORTATION:

The distance will be measured using the shortest route travelled on a public road from the school to the student's residence. Secondary students whose residence is farther than 2 KM from the school are eligible for transportation.

TEMPORARY DISABILITY:

Students with a temporary handicap and who are unable to ride a school bus safely must be transported to and from school by their parents or guardian.



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WALKING DISTANCE TO THE BUS STOP:

Students may be required to walk 1.6 KM on a public road to their bus stop, however under normal circumstances the walking distance is as follows: Secondary: 0.8 KM

RESPONSIBILITY OF THE DRIVERS:

Drivers are the key persons in the “School Bus System” and as such are to be supported by all students, parents, and school authorities. They are responsible for the safety and well-being of all passengers on their buses, and should report all infractions and problems regarding conduct to their designated supervisor, who, in return, will notify the school principal.

RESPONSIBILITY OF THE STUDENTS:

- The students must be punctual and arrive at their designated bus stops at least five (5) minutes before the bus arrives.
- 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 student must wait for the driver’s signal before crossing
- The students must board 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.
- When exiting the bus, the students must walk three (3) steps away from the bus and ten (10) steps in front of the bus, passed the bumper extension arm and wait for the driver’s signal before crossing.
- The students who must cross the street must always go in front of the bus and watch for traffic.
- The students are not permitted to eat on the school bus.

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 a 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 threatened by the actions of any rider, the driver may refuse to carry that person(s). Inquiries or complaints should be directed to the school principal.



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- Specific Procedure for Smoking on School Buses: 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.
- Procedure for Alcohol, Drugs or Weapons: Students found to be in possession of alcoholic beverages, drugs, or under the influence of alcohol or drugs, will be subject to the Western Quebec Drug and Alcohol Policy.

16. HALLWAY EXPECTATIONS

The enrollment has increased at Hadley and Philemon Wright High School and will continue to increase. As a result we have very busy hallways. For mobility and safety reasons we ask that **no one sits on the floor in the hallways, on the stairs or cafeteria.** during the times indicated below.

Respect different hallways: no PW students in Hadley hallways and no Hadley students in PW hallways – see signs

Before School	Break
<ul style="list-style-type: none"> • Students in the hallways talking and getting ready for first period • Respectful • Students have access to the library and cafeteria 	<ul style="list-style-type: none"> • Be respectful • Use garbage bins • Have a quick snack • Students have access to the cafeteria • Use washrooms
Lunch	After School – 4:00 on
<p>Hadley:</p> <ul style="list-style-type: none"> • Students go directly to the cafeteria or a teachers classroom when the bell rings for lunch • At 12:15 students can go to their lockers quickly and go to a designated area or activity by 12:20 (gym if open, library, teachers classroom) students are encouraged to go outside • Once students are in a designated area they stay there until lunch is over • Students are not in the hallways unless carrying a hall pass <p>PW:</p> <ul style="list-style-type: none"> • Students are allowed to have access to their lockers • Eat in the cafeteria • Go to remediation, W.I.N, detentions if applicable • Library is available • Keep hallways clean 	<ul style="list-style-type: none"> • Students should not be in the hallways • Go to the cafeteria if you are waiting for an organized activity • Students are expected to do their homework or talk quietly • Tutoring in the cafeteria • Students are not allowed to go back to their lockers • Students can wait in the front lobby or outside for their pick up • Students taking the bus need to get on the bus before the bell rings at 3:45. If they are not on the bus when the buses are backing up they have missed their bus. They can call home in the office. • Students should only stay after school if they have an organized activity



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Policy Handbook

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17. EXTRA CURRICULAR EXPECTATIONS:

Student /Parent

- Plan ahead
- Communicate with the teachers before they miss
- Check website
- Parents should verify if work has been completed
- Ask for help and go to remediation as needed
- Time management
- Complete all assignments (timely)
- Green ATS is encouraged
- Use agenda to record all assignments/homework
- Report to teachers what team they are on and when they will miss
- Go to remediation

18. PHILEMON PROM/DANCE GUESTS:

The Philemon Wright Prom Dinner & Dance is a high school event hosted for the school's senior students. The only adults in attendance are event staff and school personnel for supervision. All guests must be attending a high school, or meet the requirements of an age-appropriate youth sector school (students can be no older than 18 before September 30th of that school year). All guests from outside PWHS must be approved by school administration before a ticket is purchased. A form is available through the main office to submit a request to bring a guest.

19. EXAM ABSENCES POLICY:

Acceptable reasons for missing an exam and earning an NE (not evaluated) are:

- Serious illness or accident confirmed by a medical report or certificate;
- Death of a close relative;
- A court summons;
- Participation in an important event, determined in advance by the Principal in consultation with the exam committee.

Students who are absent from their exam can write the exam during the summer school session.

Please note the school has separate detailed policies:

- **Discipline policy**
- **Concussion policy**
- **Video surveillance policy**



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- Extra-Curricular policy