

## Standards and Procedures – Reporting Document



**Hadley Junior High School  
& Philemon Wright High School**  
80 Daniel Johnson, Gatineau, Quebec  
[www.hadleypwhs.com](http://www.hadleypwhs.com)



### Secondary Cycle 1 and 2 in 2019-2020 Grades 7, 8, 9, 10, 11

September 2019

Dear Students, Parents and Guardians:

As of July 1, 2012, all schools must provide students, parents, and guardians with a summary of the Standards and Procedures for the Evaluation of Student Learning at the beginning of the school year. This document specifies the main types of evaluation that will be carried out and when they will take place during the year. You will find information below concerning the evaluation and reporting of your child's progress.

Subject	Description	Potential Assessments and Evaluations to be Assigned	February Mid-Year and June Final Evaluations/Exams
<p><b>English Language Arts</b></p> <p>Uses language to communicate and to learn 33%</p> <p>Reads and listens to texts 33%</p> <p>Produces spoken, written and media texts 34%</p>	<ul style="list-style-type: none"> <li>Students will be evaluated on their ability to use language to communicate as well as their reading and writing skills</li> <li>All 3 competencies will be evaluated and reported on at the end of every term</li> <li>The students' knowledge of language and texts will also be evaluated throughout the year</li> <li>Some students will write a School Board exam- please see Exam Chart for details</li> </ul>	<ul style="list-style-type: none"> <li>In-Class Work</li> <li>Homework</li> <li>Assignments</li> <li>Quizzes</li> <li>Projects</li> <li>Reports</li> <li>Oral Presentations</li> <li>Multi-Media Presentations</li> <li>Tests/Exams</li> <li>Complex Learning &amp; Evaluation Situations</li> <li>Responses To Texts</li> <li>Small/Large Group Talk</li> </ul>	<p>MID-YEAR EXAM: created at school level and following Ministry curriculum guidelines</p> <p>FINAL EXAM: SCHOOL/WQSB/MINISTRY Exam in May /June (depending on grade level, the final exam will be either school created, WQSB created, or Ministry created)</p>
<p><b>Mathematics</b></p> <p>Solves a situational problem 30%</p> <p>Uses math reasoning 70%</p>	<ul style="list-style-type: none"> <li>Students will be evaluated on their ability to solve situational problems and use mathematical reasoning</li> <li>Competency 2 will be evaluated in term 1, and both Competencies 1 and 2 will be evaluated in terms 2 and 3 at Philemon Wright.</li> <li>Competencies 1 and 2 will be evaluated and reported on at the end of every term at Hadley.</li> <li>The students' mathematical knowledge of arithmetic, algebra, geometry, statistics and probability may be evaluated throughout the year</li> <li>The students will write a School Board exam in grades 7,8, 9 and 11, and a Provincial exam in grade 10</li> </ul>	<ul style="list-style-type: none"> <li>In-Class Work</li> <li>Homework</li> <li>Assignments</li> <li>Quizzes</li> <li>Projects</li> <li>Tests/Exams</li> <li>Situational Problems</li> </ul>	<p>MID-YEAR EXAM: created at school level and following Ministry curriculum guidelines</p> <p>FINAL EXAM: SCHOOL/WQSB/MINISTRY Exam in June (based on grade level)</p>
<p><b>French, Second Language</b></p> <p>Communicates in French Base: 40% Enrichi: 33%</p> <p>Understands oral and written texts in French Base: 30% Enrichi: 34%</p> <p>Produces oral and written texts in French Base: 30% Enrichi: 33%</p>	<ul style="list-style-type: none"> <li>All 3 competencies will be evaluated and reported on at the end of every term</li> <li>The students will write a final exam - please see Exam Chart for details</li> <li>Students will be evaluated on their knowledge and ability to use language to communicate as well as their reading and writing skills throughout the year</li> </ul>	<ul style="list-style-type: none"> <li>In-Class Work</li> <li>Homework</li> <li>Assignments</li> <li>Quizzes</li> <li>Projects</li> <li>Reports</li> <li>Oral Presentations</li> <li>Multi-Media Presentations</li> <li>Tests/Exams</li> <li>Complex Learning &amp; Evaluation Situations</li> </ul>	<p>MID-YEAR EXAM: created at school level and following Ministry curriculum guidelines</p> <p>FINAL EXAM: SCHOOL/WQSB/MINISTRY Exam in May /June (depending on grade level, the final exam will be either school created, WQSB created, or Ministry created)</p>
<p><b>Science &amp; Technology</b></p> <p>Theory 60%</p> <p>Practical 40%</p>	<ul style="list-style-type: none"> <li>Students will be evaluated on their ability to:                             <ul style="list-style-type: none"> <li>make the most of their knowledge of science and technology</li> <li>seek answers or solutions to scientific or technological problems</li> <li>communicate in the language used in science and technology</li> </ul> </li> <li>Both <i>Theory</i> and <i>Practical</i> components will be evaluated and reported on at the end of every term</li> <li>The students' knowledge of the <i>Material World, Living World, Earth and Space and the Technological World</i> will also be evaluated throughout the year</li> </ul>	<ul style="list-style-type: none"> <li>In-Class Work</li> <li>Homework</li> <li>Assignments</li> <li>Quizzes</li> <li>Projects</li> <li>Lab Reports</li> <li>Oral Presentations</li> <li>Multi-Media Presentations</li> <li>Tests/Exams</li> <li>Complex Learning &amp; Evaluation Situations</li> </ul>	<p>MID-YEAR EXAM: created at school level and following Ministry progression of learning</p> <p>FINAL EXAM: SCHOOL/WQSB/MINISTRY Exam in May /June (depending on grade level, the final exam will be either school created, WQSB created, or Ministry created)</p>
<p><b>Geography (Sec 1&amp;2)</b></p>	<ul style="list-style-type: none"> <li>Students will be evaluated on their ability to:                             <ul style="list-style-type: none"> <li>understand the organization of a territory</li> <li>interpret a territorial issue</li> <li>develop a greater awareness of geographic problems in the world</li> </ul> </li> <li>The students' knowledge about different territories will also be evaluated throughout the year</li> <li>Only an overall <i>Subject Mark</i> will appear on each report card</li> </ul>	<ul style="list-style-type: none"> <li>In-Class Work</li> <li>Homework</li> <li>Assignments</li> <li>Quizzes</li> <li>Projects</li> <li>Reports</li> <li>Oral Presentations</li> <li>Multi-Media Presentations</li> <li>Tests/Exams</li> <li>Complex Learning &amp; Evaluation Situations</li> </ul>	<p>MID-YEAR EVALUATION: In-class evaluation</p> <p>FINAL EVALUATION: In-class evaluation</p>

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<b><u>History &amp; Citizenship Education</u></b>	<ul style="list-style-type: none"> <li>Students will be evaluated on their ability to:               <ul style="list-style-type: none"> <li>examine society, making connections with the past</li> <li>explain important changes that have taken place in history</li> <li>develop a greater awareness of his/her place as a citizen in society</li> </ul> </li> <li>The students' knowledge about different societies will also be evaluated throughout the year</li> <li>Only an overall <i>Subject Mark</i> will appear on each report card</li> </ul>	<ul style="list-style-type: none"> <li>In-Class Work</li> <li>Homework</li> <li>Assignments</li> <li>Quizzes</li> <li>Projects</li> <li>Reports</li> <li>Oral Presentations</li> <li>Multi-Media Presentations</li> <li>Tests/Exams</li> <li>Complex Learning &amp; Evaluation Situations</li> </ul>	<p>MID-YEAR EVALUATION: created at school level and following Ministry curriculum guidelines. In grades 7 and 8 there will be in-class evaluations</p> <p>FINAL EXAM: SCHOOL/WQSB/MINISTRY Exam in May/June (depending on grade level, the final exam will be either school created, WQSB created, or Ministry created) In grades 7 and 8 students will write a school created exam</p>
<b><u>Physical Education &amp; Health</u></b>	<ul style="list-style-type: none"> <li>Students will be evaluated on their ability to:               <ul style="list-style-type: none"> <li>perform movement skills in different physical activity settings</li> <li>interact with others in different physical settings</li> <li>adopt a healthy and active lifestyle</li> </ul> </li> <li>The students' knowledge of different physical activities and strategies will also be evaluated throughout the year</li> <li>Only an overall <i>Subject Mark</i> will appear on each report card</li> </ul>	<ul style="list-style-type: none"> <li>In-Class Work</li> <li>Homework</li> <li>Assignments</li> <li>Quizzes</li> <li>Projects</li> <li>Reports</li> <li>Oral Presentations</li> <li>Multi-Media Presentations</li> <li>Tests/Exams</li> <li>Complex Learning &amp; Evaluation Situations</li> <li>Participation</li> <li>Performances/ Movements</li> </ul>	<p>MID-YEAR EXAM: None</p> <p>FINAL EXAM: None This means that there will not be an exam scheduled in the formal session but there will be final evaluations.</p>
<b><u>Ethics and Religious Culture</u></b>  <u>Competency 1:</u> Reflects on ethical questions (50%)  <u>Competency 2:</u> Demonstrates an understanding of the phenomenon of religion (50%)	<ul style="list-style-type: none"> <li>Students will be evaluated on their ability to reflect on ethical questions, understand the phenomenon of religion</li> <li>The students' knowledge of the needs of human beings as individuals and in groups as well as the knowledge of different religions will also be evaluated throughout the year</li> <li>Only an overall <i>Subject Mark</i> will appear on each report card</li> </ul>	<ul style="list-style-type: none"> <li>In-Class Work</li> <li>Homework</li> <li>Assignments</li> <li>Quizzes</li> <li>Projects</li> <li>Reports</li> <li>Oral Presentations</li> <li>Multi-Media Presentations</li> <li>Tests/Exams</li> <li>Complex Learning &amp; Evaluation Situations</li> </ul>	<p>MID-YEAR EXAM: None</p> <p>FINAL EXAM: None This means that there will not be an exam scheduled in the formal session but there will be final evaluations.</p>
<b><u>Music</u></b>	<ul style="list-style-type: none"> <li>Students will be evaluated on their ability to create, perform and appreciate musical works</li> <li>The students' knowledge of the language of music and instrumental techniques will also be evaluated throughout the year</li> <li>Only an overall <i>Subject Mark</i> will appear on each report card</li> </ul>	<ul style="list-style-type: none"> <li>In-Class Work</li> <li>Homework</li> <li>Assignments</li> <li>Quizzes</li> <li>Projects</li> <li>Reports</li> <li>Oral Presentations</li> <li>Multi-Media Presentations</li> <li>Complex Learning &amp; Evaluation Situations</li> <li>Projects</li> <li>Performances</li> <li>Presentations</li> </ul>	<p>MID-YEAR EXAM: None</p> <p>FINAL EXAM: None This means that there will not be an exam scheduled in the formal session but there will be final evaluations.</p>
<b><u>Visual Arts</u></b>	<ul style="list-style-type: none"> <li>Students will be evaluated on their ability to create and appreciate personal and media images</li> <li>The students' knowledge of the language of visual arts, transforming images, materials and tools will also be evaluated throughout the year</li> <li>Only an overall <i>Subject Mark</i> will appear on each report card</li> </ul>	<ul style="list-style-type: none"> <li>In-Class Work</li> <li>Homework</li> <li>Assignments</li> <li>Quizzes</li> <li>Projects</li> <li>Reports</li> <li>Oral Presentations</li> <li>Multi-Media Presentations</li> <li>Complex Learning &amp; Evaluation Situations</li> </ul>	<p>MID-YEAR EXAM: None</p> <p>FINAL EXAM: None This means that there will not be an exam scheduled in the formal session but there will be final evaluations.</p>
<b><u>Drama</u></b>	<ul style="list-style-type: none"> <li>Students will be evaluated on their ability to create, perform and appreciate dramatic works</li> <li>The students' knowledge of the language of drama, performance techniques and procedures will also be evaluated throughout the year</li> <li>Only an overall <i>Subject Mark</i> will appear on each report card</li> </ul>	<ul style="list-style-type: none"> <li>In-Class Work</li> <li>Homework</li> <li>Assignments</li> <li>Quizzes</li> <li>Projects</li> <li>Reports</li> <li>Oral Presentations</li> <li>Multi-Media Presentations</li> <li>Complex Learning &amp; Evaluation Situations</li> <li>Participation</li> <li>Performances</li> <li>Movements</li> </ul>	<p>MID-YEAR EXAM: None</p> <p>FINAL EXAM: None This means that there will not be an exam scheduled in the formal session but there will be final evaluations.</p>
<b><u>Dance</u></b>	<ul style="list-style-type: none"> <li>The Students will be evaluated on their ability to create, perform and appreciate dance.</li> <li>The students' knowledge of the language of dance, performance techniques and procedures will also be evaluated throughout the year</li> <li>Only an overall <i>Subject Mark</i> will appear on each report card.</li> </ul>	<ul style="list-style-type: none"> <li>In-Class Work</li> <li>Homework</li> <li>Assignments</li> <li>Quizzes</li> <li>Projects</li> <li>Reports</li> <li>Oral Presentations</li> <li>Multi-Media Presentations</li> <li>Complex Learning &amp; Evaluation Situations</li> <li>Participation</li> <li>Performances</li> <li>Movements</li> </ul>	<p>MID-YEAR EXAM: None</p> <p>FINAL EXAM: None This means that there will not be an exam scheduled in the formal session but there will be final evaluations.</p>

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<b><u>Contemporary World</u></b>	<ul style="list-style-type: none"> <li>• Students will be evaluated on their ability to:                             <ul style="list-style-type: none"> <li>- Interpret a world problem</li> <li>- Take a position on an issue</li> </ul> </li> <li>• Only an overall subject mark will appear on the report card</li> </ul>	<ul style="list-style-type: none"> <li>• Quizzes</li> <li>• Tests/exams</li> <li>• Individual and group research projects</li> <li>• In-class work</li> <li>• Homework</li> <li>• Oral presentations</li> <li>• Reports</li> <li>• Multi-Media presentations</li> </ul>	<p>MID-YEAR EXAM: created at school level and following ministry curriculum guidelines</p> <p>FINAL EXAM: None This means that there will be no final exam scheduled in the formal session but there will be final evaluations.</p>
<b><u>Financial Education</u></b>	<ul style="list-style-type: none"> <li>• Students will be evaluated on their ability to take a position on a financial issue such as:                             <ul style="list-style-type: none"> <li>• Consuming goods and services</li> <li>• Entering the workforce</li> <li>• Pursuing an education</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Quizzes</li> <li>• Tests/exams</li> <li>• Individual and group research projects</li> <li>• In-class work</li> <li>• Homework</li> <li>• Oral presentations</li> <li>• Reports</li> <li>• Multi-Media presentations</li> </ul>	<p>MID-YEAR EXAM: None</p> <p>FINAL EXAM: None This means that there will not be an exam scheduled in the formal session but there will be final evaluations in class.</p>
<b><u>POP/PPO</u></b>	<ul style="list-style-type: none"> <li>• POP targets the development of two closely linked competencies:                             <ul style="list-style-type: none"> <li>- Contemplating learning abilities and work possibilities</li> <li>- Carrying out a process of career exploration</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• In class work/assignments:                             <ul style="list-style-type: none"> <li>- Clarity of planning</li> <li>- Diversity of exploratory strategies</li> <li>- Validation of the information</li> <li>- Relevance of reflexion</li> </ul> </li> </ul>	<p>MID-YEAR EXAM: None</p> <p>FINAL EXAM: None</p>

### **Local Programming**

Subjects and courses not listed in the above table are locally created courses (with some exceptions such as Physics, Chemistry, Biology in Grade 11 which follow a Provincially mandated curriculum). All subjects and courses taught at Hadley and PWHS have a long-range curriculum map with learning objectives defined. Subjects and courses in CASP, Challenges, MAP and WOTP all follow the Provincial curriculum for their respective programs.

### **Students with Special Needs**

Please note that some students with special needs are provided with an individualized program to meet their needs. Students in modified programming may have evaluation and reporting procedures that differ from those described in these pages. The teachers, in collaboration with the school's resource department, develop Individual Education Plans (IEPs) that outline the individualized programs, strategies implemented as well as resource support measures.

### **Report Cards**

<b>Official Communications:</b> Please note that you will receive the following official communications during the school year:	
<b>Interim Progress Report</b>	By October 15 <sup>th</sup> , you will receive the interim progress report, which will include comments on your child's learning and behavior. This report will be sent home on October 11 <sup>th</sup> .
<b>Term 1 Report Card</b>	The Term 1 report card will be issued by November 20 <sup>th</sup> . This report card will cover the period from August 28 <sup>th</sup> to November 1 <sup>st</sup> and will count for 20% of the final mark for the year. The report card will be sent home on November 18 <sup>th</sup> .
<b>Term 2 Report Card</b>	The Term 2 report card will be issued by March 15 <sup>th</sup> . This report card will cover the period from November 4 <sup>th</sup> to February 7 <sup>th</sup> and will count for 20% of the final mark for the year. The report card will be sent home on February 21 <sup>st</sup> .
<b>Term 3 Report Card</b>	The Term 3 report card will be issued by July 10 <sup>th</sup> . It will cover the period from February 12 <sup>th</sup> to June 5 <sup>th</sup> and will count for 60% of the final mark for the year. The report card will be sent home by mail after June 26 <sup>th</sup> .

### **Comments on learning (by subject) including attitude to study:**

The report card will include a section for an optional general teacher comment for each subject area. The comments may deal with the student's strengths, challenges and progress.

### **General competencies**

The report cards will also include comments on the following general competencies at the end of the first and third term:

- Term 1: *Organizes his/her work and Works in a team*
- Term 3: *Organizes his/her work and Works in a team*

If there are any changes made to the above evaluation and reporting information, an updated version of this document will be made available. For any more information concerning the evaluation of your child's learning, please contact the school at your convenience.

The challenges of educating today's young people are increasingly demanding. In a complex and changing social context, providing all students with the best possible education requires a constant readjustment of practices. The Québec Education Program constitutes an indispensable framework for all the pedagogical choices facing educators under these circumstances. It calls for the concerted effort of all members of the school community, particularly teachers. It also presents the main educational orientations that should guide school staff, as well as the learning considered essential for young people today. The Québec Education Program establishes the foundations of a moral contract between educational institutions and society—particularly parents and students. In light of the schools' mission, it embodies an educational approach that encompasses all dimensions of students' development. It may thus be used to convey to students the educational vision that adults seek to realize with them, and the expectations that they must fulfill for their competencies to be recognized. For more information about the Ministry of Education Provincial curriculum please visit:

[http://www1.education.gouv.qc.ca/progressionSecondaire/index\\_en.asp](http://www1.education.gouv.qc.ca/progressionSecondaire/index_en.asp)

Respectfully,

Dodie Payne  
Principal  
Hadley Junior High School  
Philemon Wright High School