

At QEDHS, we believe that all students can succeed. The school administration and all school staff will work very hard to help you reach your goals. In return we fully expect your very best efforts each and every day, every class, bell to bell.

All stakeholders create a culture of learning so that students come first.



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## **SERVICES FOR STUDENTS**

### **GUIDANCE SERVICES**

The guidance department can be of invaluable assistance to every student in the school. The counsellors are willing to meet with students and/or their parents at any time to discuss their concerns in regard to personal, education, and career counselling. Guidance staff will assist students in completing their annual education plans and course selections each year. The counsellors are able to offer information concerning prerequisites, courses and placement for entrance to colleges, universities, and other post-secondary facilities as well as information on job opportunities and requirements.

### **CO-OPERATIVE EDUCATION**

Co-operative education relates the world of work with school experience and represents one of the most effective methods of career exploration. Students may receive credits for working at careers in the community in order to extend the expectations of a course. Students choosing co-operative education must have parental approval, three teacher references and be willing to work for no remuneration. Please make an appointment with one of the Guidance staff to see if this is a good option for you.

### **HEALTH CARE SERVICES**

Normally once a week, a nurse from the Northwestern Health Unit is here, to give advice on health issues such as birth control methods, and may provide access to these methods (free of charge). The nurse may provide information on subjects such as nutrition and healthy weights, AIDS, and sexually transmitted diseases. She also assesses students' immunization records and provides updates when necessary.

## **STUDENT SUCCESS UNIT**

The PASS program is available for students who are not able to attend the regular day school program because they have very young children. With this program young parents may bring their babies to class with them. Course material is ILC based.

The Connections program is available to students who are not able to fit compulsory courses into the regular day school timetable. Enrolment in this program is limited and is strictly administered by school administration.

## **SCHOOL LIBRARY / STUDENT COMMONS**

The library is the student center of the high school. In addition to organizing, maintaining and storing the student's devices, it is stocked with over 6,000 hardcover titles, nearly 2,000 fiction titles, numerous magazines, comics and newspapers. The library has a computer lab room for students who wish to do research or print off projects. The library is building up additional supplies such as headphones, mice and colour printer access for school work only. Recently, Ipads, DVD's and even augmented reality gear have been added to the collection and the library is shifting to be a student commons or center for culture area. Please stop by and share your stories, essays, songs or art, as archiving of student work is just beginning. The library is open every day from 8:30am until 12:30pm and from 1:30pm to 4:00pm.

## **COURSE CHANGES**

Course changes may be made (up to four weeks after class starts), subject to availability of classes, by students or parents. Course changes during the school year may be made with the recommendation of the SSU, guidance staff, classroom teacher, or administration in coordination with the student or parent.

Level changes may be permitted in each semester until mid-term reports. There must be a real need to change and the following conditions must exist:

- The change aligns with the students' educational goals & plans
- Timetabling the change is possible
- Space exists in the course requested
- A recommendation has been made by the teacher(s) concerned
- Parental approval for the transfer is given
- The student fulfils the necessary requirements for level changes as required by the Ministry of Education
- Students must carry a full course load of subjects in grade 9, 10, and 11, reserving spare periods for grade 12. The only exceptions will be with approval of administration after discussions with guidance and parents

## **FULL DISCLOSURE**

It is very important for students in grade 11 and 12 to understand that there is full disclosure on the OST (Ontario Student Transcript). This is the document that will gain you admission to college and university. Full disclosure means that all marks of all grade 11 and 12 courses will be shown on the transcript. Students who drop a course after the first reporting period (each semester) will have their mark at that point in the course indicated on the transcript.

## **TEXTBOOKS**

Textbooks will be issued by classroom teachers as required for the course. Students are responsible to care for the textbook and to return it to the teacher at the end of each semester. Failure to return the book in good condition will result in the student and/or guardian being billed for the full cost of the textbook.

## **BURSARY/SCHOLARSHIP INFORMATION**

Each year at graduation, a wide variety of scholarships, awards and bursaries are given to deserving students. As well, most universities and colleges have entrance scholarships available to students attending programs at their respective institutions. Many other groups and/or companies have funds available to students furthering their education at a post-secondary level. For more information on any of these awards, see Mrs. MacRae or Ms. Campbell in the guidance area.

## **STUDENT PROPERTY INSURANCE**

The property insurance carried by the Keewatin-Patricia District School Board does not cover loss of personal effects of students or staff while located at the school or while on school-sanctioned trips and activities. Any losses of personal effects will have to be claimed through the parents' or staff member's homeowner's insurance. It is the school's recommendation that students not bring valuable personal items to school.

## **SCHOOL POLICIES**

### **STUDENT ATTENDANCE POLICY AND PROCEDURES**

The KPDSB and QEDHS believe that regular attendance is an essential part of every course taught. We believe that all stakeholders share responsibility to support student learning. The learning that takes place through interaction with the teacher and other students is critical to the learning process. Missing this critical element to learning may result in the student being unable to receive a credit. Parents, boarding home parents, staff, and most importantly students need to work extensively to ensure high levels of attendance for each student.

- All students must complete work missed due to absences
- Students' persistent absences from classes will result in the initiation of an intervention process. If students miss exceptional class time and/or essential course expectations

for unauthorized reasons, they may not be able to meet the requirements of traditional credit courses. Assignment of alternative educational opportunities may be arranged.

Authorized reasons include bereavement, hospitalization or school related activities. Consideration for reassignment will be at the discretion of the administration and review of essential course expectations.

### **ATTENDANCE PROCEDURE**

- Students must attend school until the calendar year they turn 18 years of age
- Students must report the reasons for their absences to the attendance administrative assistant. The responsibility is placed on the student to report reasons, verified by a note from a parent. Non-reporting assumes truancy
- Students over 18 years of age may write their own notes stating the reason(s) for their absence
- Absences will be communicated to the students' home by the student absence report system
- Truancy resulting in missed or incomplete expectations will initiate an intervention process. Intervention will include teacher/student conversation, parental contact, and identification of concerning absences to the office. Truancy may result in administrative discipline, case conference, alternative educational assignments, or suspension. Truant students over the age of 18 will be considered for removal at the discretion of the administration

Teachers have the authority to deal with student absenteeism in their subject areas, in addition to the action taken by the school administration. Students must familiarize themselves with each teacher's policy regarding attendance.

### **POLICY FOR STUDENTS WHO ARE LATE TO CLASS**

Students who are late for class not only lose out on valuable learning experiences, but also disrupt the learning experiences of their peers each time they arrive late.



All students are expected to head to class at first bell 3 minutes before class starts. They are expected to be seated in their classrooms ready to work when the bell rings to begin class. Students who are not present at this time are considered late and will be dealt with accordingly by the teacher.

Students who are late and find the classroom door closed, must knock on the classroom door and wait for the teacher to answer before they may enter a classroom, then must quickly and quietly take their seats.

If lateness becomes a pattern or if the student fails to follow through with late consequences from the teacher and calls to parents/guardians, the student will be referred to school administration. Office consequences may be initiated, up to and including suspension.

### **HALLWAY POLICY**

Students must not be in the teaching hallways while classes are in session without a Hall Pass. Passes are available from the teacher. If a student is found in the hall without a pass/permission slip, students will be required to go to class or to the office.

### **HALL PASSES**

Teachers may not allow students to leave the classroom without a hall pass. If this privilege is abused by a student it may be removed by the teacher or administration.

## **DRESS CODE**

Our school is a place of education with a focus on high standards of personal conduct in order to promote a positive, safe learning environment.

Clothing should be suitable for active participation in school life. As we build the foundation for our future from our collective experiences, appropriate attire encourages a respectful learning environment. These statements on suitable dress and grooming are written to assist parents and students in selecting appropriate clothing. The intent is to help develop self-confidence, self-respect and self-esteem in our students.

## **SPECIFICS**

Examples of inappropriate clothing which are contrary to the educational tone of the school and would be subject to consequences outlined in the school Code of Behaviour are:

- any clothing, jewellery or accessory that contains words, symbols and/or designs that include or suggest profane language, violence, sexuality, discrimination, put-downs, illegal substances for our student age group (drugs/alcohol/tobacco), innuendo (hidden messages), “plays on words”, misspelled suggestions
- any clothing that shows cleavage, other excessive skin exposure, and/or underwear during reasonable movement (e.g., spaghetti straps, scarf halter tops, bare midriff tops or bottoms, extra-large armholes, very short shorts or skirts, baggy pants that expose underwear, etc.)
- For safety reasons, the wearing of hoods over the head is not allowed in the school
- Under no circumstances may students wear bandannas as head coverings, wrist bands, ankle bands, hanging out of pockets, etc.

## **CELL PHONE POLICY**

All school organizations hold learning as a core value. It is imperative that our school be sensitive to changes in technology and culture which increase the probability of student academic growth. Cell phones can now also be excellent tools for learning. QEDHS believes that this technology must be embraced if our students are to have access to the best resources. However, cell phones possess functions which, if used inappropriately, can disrupt the learning environment and create the possibility for problematic behavior. Ultimately, in a changing world we must be willing to respond by embracing innovation but also limiting potential risks. QEDHS will adopt the policy of acceptable cell phone usage at school while creating reasonable expectations for limits of that use.

Students who choose to bring cell phones to school do so at their own risk. The school assumes no liability for lost or stolen cell phones.

Possession and use of a cell phone must fall within these guidelines:

- Teachers have the authority to allow or not allow cell phone use during their respective class times
- All teachers will have their cell phone policy clearly posted in the classroom and in their syllabus
- Cell phones must be on silent and put away upon entering the classroom unless directed by the teacher and remain on silent and out of sight throughout the remainder of the class
- Cell phone cameras and audio recorders may only be used for specific educational benefits and only with prior permission of the teacher
- There will be absolutely no cell phones allowed in the change rooms

Student use of cellphones at school is a privilege not a right. Failure to adhere to our cell phone guidelines will result in the following consequences:

1. The first time a student disrespects the guidelines: The teacher will ask the student to put the cell phone in the classroom cell phone holder and it will stay there until the end of the period. The teacher is to review the cell phone policy with the student and may call home.
2. Second Offense: Student will be asked to keep their cell phone in the classroom cell phone box for the rest of the semester. The teacher will make contact with parent/guardians (call, email) and explain that the student is having trouble self-regulating the use of their cell phone and share with them our guidelines.
3. If there is a third offense, the student will be asked to go to the office and speak with administration. This will also result in a phone call home.
4. Multiple offenses will result in a case conference with the parents/guardians, teacher, and administration. Students may be asked to not bring their cell phone to school at all for the remainder of the school year.
5. If after the case conference, a student continues to disrespect our repeated requests to follow our guidelines, further more serious consequences may be enforced by administration.

These guidelines can also be used in reference for other personal electronic devices such as: MP3 players, iPods, iPads, gaming systems, etc.

## **SCENT FREE ENVIRONMENT**

Some students and staff that work at QEDHS report sensitivities to various chemical-based or scented products. We ask for everyone's cooperation in our efforts to accommodate their health concerns.

In response to health concerns, QEDHS has developed a Scent-Free Policy. Scented products such as hair spray, perfume/cologne/body spray, and deodorant can trigger reactions such as respiratory distress and headaches. Students, staff and visitors are asked to not use these products.

QEDHS is a scent-free environment. Please do not use scented products while at school.

## **SMOKING**

No smoking is permitted in the school building or on school grounds. Students found smoking on school property may be suspended from school. In addition, fines over \$300 may be assigned under the Tobacco Control Act. Second-hand smoke can be a significant health concern. As a courtesy to other people, smokers are asked to stay clear of the main entrances when smoking.

## **ALCOHOL AND DRUG USE**

The use or possession of alcohol or drugs by any student on school property, or while attending any school activity, is strictly prohibited. Students found in violation of this policy are subject to school suspension and legal charges as per the Safe and Supportive School Act.

## **CARE OF SCHOOL AND PROPERTY OF OTHERS**

It is important that students have pride in school facilities and equipment. Students are responsible for the cost of repairing damage whether deliberate or accidental.

Students are expected to:

- Treat school property/equipment with care and respect

- Pick up litter in the halls or on school grounds, even if they were not the ones who did the littering
- Report to the school administration, any theft, accidental damage or vandalism as soon as it occurs
- Respect the property of our neighbours by not littering or loitering in these areas
- Treat the school lunchroom facilities with respect
- Take responsibility for the general cleanliness of the lunchroom

## **PARKING**

Automobiles/Motorcycles - Students may not park their vehicles in the school parking lots. Cars parked in violation of this policy may be towed away.

Snowmobiles – Students who travel to school via snowmobile may park in an area designated by the school principal.

Bicycles – Students are required to use bicycle stands located at the front and rear of the school. Students are encouraged to secure their bicycles with locks.

The school will not accept responsibility for any damage or loss of property that a student brings to school or is parked on school property.

## **LOCKERS AND VALUABLES**

- It is important for students to know that employees of the Keewatin-Patricia District School Board have the right to enter and search any locker and its contents.
- Each student is assigned only one locker. No locks, other than those combination locks purchased from the school, may be used.
- Lockers must be kept clean and locked at all times. Locker clean out will be done near the end of each semester. Students are strongly advised to not share their locker

combination with other students. Students will be held responsible for the contents of their lockers.

- It is important that students do not bring money or valuables to school. The school is not responsible for loss of money or valuables whether stored in lockers or not.

## **BEHAVIOUR**

Students are obliged to act in a courteous manner to schoolmates and be respectful of all staff members. The acceptance of reasonable consequences is an important component of the learning experience.

Students must:

- Respect and be courteous of their fellow students, visitors to the school, and all members of the teaching, secretarial and custodial staff.
- Accept the leadership and authority of all members of staff including the principal, vice-principal, teachers, instruction and members of the support, secretarial and custodial staff.
- Refrain from the use of profane/vulgar and/or inappropriate language.
- Behave in an acceptable manner during school functions on or off school property and on school buses.
- Respect the rights and property of others in the school.

## **ASSIGNMENTS AND HOMEWORK**

Students are expected to complete homework and other assignments. At the beginning of the school year, each teacher will inform the students of course requirements.

## **HOMEWORK ROOM**

The homework room for the school year will be in room 14 (or otherwise posted), and will be held Monday to Friday from 11:30 a.m. – 12:30 p.m. If students are behind on their work, teachers (in coordination with the parents/guardians) may assign students to the homework room to complete their work and get caught up. Missed homework room assignments will result in a call home

to the parents to inform them their child did not meet our agreed-upon expectations. Students are to bring suitable work with them and are expected to work diligently. Students who complete their assigned work are allowed to leave early.

## **LANGUAGE**

Profane or obscene language is not acceptable in a school setting and will be dealt with seriously. Profanity directed towards any staff member will result in the incident being reported to the main office for further consequences, which can include suspension from school.

## **BUS CONDUCT**

Bus drivers have the responsibility to ensure the safety of their passengers at all times. It is important that they give attention to driving conditions and not to disciplining students. Students must realize that “riding the bus” is a privilege not a right. Board policy clearly provides penalties for students who behave improperly on the bus. This could include the loss of bus privileges for up to one year.

## **ASSEMBLIES**

Assemblies may be held at various times during the school year to provide students with opportunities to participate in activities or events that would not normally be available to them. It is important that students attend all assemblies, and behave in such a manner that brings credit to the school and community.

## **BULLYING AND HARASSMENT**

Students are advised that the school will not tolerate any incident of bullying or harassment by any person while at school or while involved in any school sponsored activity. Bullying/Cyberbullying/Harassment is comments or conduct, verbal or physical, which is directed at any individual by another person or group who knows, or ought reasonably to know, that it is



unwelcomed. Students are encouraged to report any incident of bullying or harassment confidentially to the principal, vice-principal, teacher, or a staff member.

### **ASSAULT/THREAT OF ASSAULT**

Students have the right to feel safe and secure while at school or while participating in school activities. The school will not tolerate any behavior that threatens students' safety or security. The consequences for a student who assaults or threatens another student or staff member will be suspension from school and police involvement.

Students are encouraged to report to the principal, vice-principal or teacher, any verbal, physical or sexual assault. Staff members who become aware of an assault must report it to the school administration.

### **POLICIES FOR ASSEMBLIES**

All students shall attend assemblies that take place during their regularly scheduled classes. Students with spares are encouraged to attend assemblies in those periods.

- Students are not to leave the gymnasium during an assembly except in the case of emergency. Students should use the washroom facilities before, rather than during, assemblies and must have their teacher's permission before leaving the gymnasium
- Misbehaviour of any kind will not be tolerated. Any student guilty of misbehaviour during an assembly will be removed from that assembly and will face disciplinary action from the administration. This may entail the removal of the student's privilege of attending future assemblies

## **EMERGENCY ACTION PLAN**

### **FIRE DRILLS**

From time to time during the year the fire alarm will sound. Students and staff must leave the building immediately, by the designated exit. Students must move themselves away from the sides of the building, stay out of the fire lanes, and move to a safe area. No one may return to class until the signal to return has been given.

### **COMMUNITY EVACUATION PROCEDURE**

On occasion it may be necessary to evacuate the school because of local emergencies (chemical spills, forest fire, etc.). If sufficient time is available, school buses will be called and students dismissed to go home. Announcements will be made over the local radio station.

When immediate action is necessary, the students will be led by their teacher on foot out of the town following the evacuation route given by the public information officer or the police. School buses will be used when available. In this case, parents are advised not to try to reach the school, as the school will be attempting to evacuate all students in a safe, orderly manner.

### **TEMPORARY (EMERGENCY) CLOSURE OF SCHOOLS**

Occasionally, it may be necessary to evacuate schools prior to the normal school dismissal times because of emergency situations, e.g. snow storms, heating plant failures, fires, chemical spills, and other similar emergencies.

The safety and welfare of our students is of prime concern during a state of emergency. Each school within the Keewatin Patricia District School Board has developed an action plan to meet emergency situations. The success of the school's plan requires your co-operation.

Parents or guardians may be absent from the home on many occasions during school hours. In view of this fact and because of unpredictability of emergencies, we respectfully request that you make alternative plans for sheltering your children in anticipation of such early and unexpected dismissal of schools.

If an evacuation is called by the authorities, you are requested not to proceed to the school to pick up children as this could create traffic problems, hinder the evacuation process, and perhaps endanger your own safety.

Children will be evacuated to a safe area. This area will be announced by the local radio. You can then proceed to pick up children in safety. Your co-operation will be greatly appreciated. Please note: Only the Director of Education or designate has authority to close schools.

### **THREATENING SITUATIONS - THE ROLE OF STUDENTS**

In a crisis situation, students should understand and follow all plans applicable to the given crisis situation. Students must familiarize themselves with the school Lockdown Procedure and the Fire Drill Policy. The following are guidelines that are expected of students.

1. DO NOT PANIC
2. Listen carefully for announcements from staff members.
3. Follow instructions from school staff, law enforcement, or other emergency response personnel about where to go or to remain.
4. If the school is being evacuated, take with you only what you have on your person. Do not go to your locker.
5. Do not touch or pick up anything that does not belong to you.
6. Report to the school staff any situation that you perceive to be dangerous. Share all relevant information with law enforcement and school staff.
7. Remain calm. Information will be given to you as soon as is practical in the situation. Information will be given to you to take home to your parents. Please ensure that you share this information with them.

## **STUDENT ACTIVITIES**

### **YEARBOOK**

All students who pay their activity fee will receive a hardcover yearbook. If you are interested in getting involved in helping create the yearbook, contact Ms. Hodgson.

### **ACHIEVEMENT AWARDS ASSEMBLY**

Each semester and at year's end, awards assemblies are held to honour students for excellence and outstanding achievement in academics, the classroom and a wide variety of co-curricular activities. Trophies are presented to the most-improved and most-valuable athletes in all of the school's teams and to students active in clubs and other organizations. Awards will be presented for academic excellence and outstanding effort.

### **ATHLETICS PROGRAM**

Currently QEDHS offers a wide range of sports for our student athletes. We compete in the NorWOSSA league against other schools from Northwestern Ontario. Students can try-out for the following teams, whether boys, girls or mixed: basketball, hockey, volleyball, curling, badminton, soccer, wrestling, golf, plus track and field. Listen to the announcements for tryouts and practice times. It should be noted that all members of school teams must pay their student activity fee, in addition to all required fees for each team. Teams usually practice three or four times per week and compete in up to 14 league games in basketball and volleyball or two or three tournaments in other sports. Athletes are expected to make-up all class work missed during league competition. Many of our teams have been very successful in years past, and we look forward to continued high achievement. Athletes must pay a sports fee per sport. This fee is non-refundable to students who are removed from a sports activity. PRO kids, OFSAA Student Funding and QEDHS Student Funding are available through an application process.

Other supports may be available if there is demonstrated financial need.

QEDHS has a tradition of avid interest and participation in sports. Every effort will be made to continue this tradition, which contributes so positively to enhancing the secondary school experience and fostering school spirit and pride. It should be noted that students can only participate in NorWOSSA sports for 5 school years and must be under the age of 19 years old. Students must be registered as full-time students in order to play sports. Although athletics are an important piece of the high school experience, academics are priority and must remain so throughout all sports seasons. Student athletes must take all necessary actions to ensure they keep a balanced schedule, communicate with their teachers, parents and caregivers, and fulfil their commitment to their responsibilities as a student first.

## **SPECIAL EVENTS**

### **HOLIDAY ACTIVITIES**

Each Halloween, Christmas, Valentine's Day, etc., the Student Leadership group sponsors many traditional events including pumpkin carving, costume contests, door decorating, etc. These events have proven to be very popular with students and staff. A high percentage of participation contributes to a positive school spirit.

### **GREEN AND GOLD DAYS**

In order to build school spirit, the Athletic Committee and the Student Leadership Class run several green and gold days throughout the year, normally on days when we are having a home game for our school teams. Students and staff are urged to wear school clothing or anything green and gold to show their support for our teams.

## **SCHOOL PICTURES**

In the fall, all students have their pictures taken for school records. Students may also purchase colour photo packages. Retakes are usually done in February. These pictures are also used on the school's student cards.

Each winter, potential graduates are photographed in their graduation gowns. A composite of all graduates is also made up by the photographer, for purchase by individual graduates and to be hung in the school for future generations to see. The graduation committee also arranges for the sale of school grad rings.

## **SCHOOL CLOTHING**

Each year arrangements are made for students to purchase sweatshirts and other athletic wear. This usually takes place in the fall.

## **EVALUATION, EXAM, AND CULMINATING ACTIVITIES POLICIES**

Culminating activities comprise up to 30% of a student's final mark and therefore their completion is critical to student success. The culminating activity may include a combination of student work reflecting the expectations of the course and examinations. The activities may be completed near the end of each unit, the end of the semester or the combination of both.

Formal examinations are held during the last week of each semester. Since examinations are compulsory, students must not make appointments during these dates. The value of examinations is set by the provincial guidelines and school policy. Generally, examinations are worth 10%-30% of the final mark of a course. Teachers will inform students of the value of examinations at the beginning of each course.

Students who miss exams will receive zero on the examination portion of the final mark.

## EXAMINATION POLICY

Examinations are an important aspect of the assessment of a student's knowledge of a course. Curriculum guidelines, prepared by the Ministry of Education, indicate whether examinations should be a method of assessment. In some case, these guidelines also dictate the value of the exam. In the absence of these criteria, the school will make the determination.

Because of their importance, examinations will be written in accordance with the following policy.

1. Any requests to be excused for an exam must be discussed with the school administration before the exam is written.
2. A student will only be excused from an exam for extenuating circumstances as determined by the school administration. Extenuating circumstances may be defined as "those incidents that are out of the control of the student and parent(s)".
3. Unless excused, any student not reporting for an exam will receive 0 on the exam portion of the final mark.
4. If a student is excused from an exam, the student will receive their term mark as a final mark.
5. Students will not be allowed to write exams at any time other than that which is scheduled.
6. All exams will be written in the school gymnasium unless otherwise indicated.
7. No student will talk to or communicate with, in any way, another student during an exam. Students breaking this policy will be given zero for the exam concerned.
8. A student will not use any paper or book other than that provided by the presiding officer. Students breaking this policy will be given zero for the exam concerned.
9. No student will enter the examination room more than one hour after the exam begins. Students arriving late for an exam will be given only the time remaining for that exam in which to complete it. There will be no extension of the original time scheduled for those who are late.
10. No student will leave the examination room until at least one hour has elapsed.
11. Students may not leave the examination room until their exam has been collected by a teacher.
12. Students are reminded that electronic listening devices, cell phones, etc. are not allowed in the examination area.

“Education is the most powerful  
weapon which you can use to change  
the world.”

-Nelson Mandela