



**JOHN RENNIE  
HIGH SCHOOL**

*Together, Reaching for Excellence*

# **PARENT HANDBOOK**

## **2017 - 2018**

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**501 St. Jean Boulevard  
Pointe Claire, QC H9R 3J5**

**(514) 697-3210**

**<http://johnrennie.lbpsb.qc.ca>**

**<https://www.facebook.com/pages/John-Rennie-High-School/634047920065248>**

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## **Mission Statement**

**John Rennie High School reflects the Canadian nation,  
*a cultural mosaic.***

**Our community is dedicated to ~**

- ★ ***providing*** a secure, clean, and well-equipped environment;
- ★ ***striving*** for excellence in academics, athletics, leadership, and the arts;
- ★ ***fostering*** respect for the rights of others as individuals, and for their communities;
- ★ ***recognizing*** the achievements of individuals, teams, and groups; and
- ★ ***offering*** support to those in need, whether academic or personal in nature.

***The goal of this learning institution is to encourage  
our children to be the best students and  
the best citizens that they can be.***

## John Rennie High School Administration and Contact Information

Mrs. Cristina Prata	Principal cprata@lbpsb.qc.ca
Mme Laurence Assouline	Vice Principal Grades 7 & 8 lassouline@lbpsb.qc.ca
Ms. Liz Joyce	Vice Principal Grade 9 & 10 ejoyce@lbpsb.qc.ca
Mr. Michael White	Vice Principal Grade 11 & Sport-Études mwhite13@lbpsb.qc.ca
Marie-Josée Gibeau	Sport-Études Coordinator sport-etudes@lbpearson.ca

Parents with questions or problems concerning their child should telephone the school at (514) 697-3210 without hesitation and contact the appropriate administrator.

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

**Important:**

***Please remind students of essential appointments before they leave for school. Immediate contact with a student during school hours is restricted to emergencies only.***

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

<p>Phone: (514) 697-3210 Fax: (514) 697-3520 Website: <a href="http://johnrennie.lbpsb.qc.ca">http://johnrennie.lbpsb.qc.ca</a></p>
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# Parent Participation at John Rennie High School

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

John Rennie's **Governing Board** guides and assists the principal in the setting of policies and in making decisions concerning the school. It is comprised of parent, staff, student, and community representatives. Parent representatives are elected at the Annual General Assembly of Parents, being held this year on September 8th at 7:30 p.m., in the theatre.

The **Parent Participation Organization** (PPO), formed at the Annual General Assembly of Parents, provides a forum for parents to share ideas, opportunities to volunteer and serves as a consultative body for the Governing Board. This committee meets monthly and is your voice at John Rennie.

The **Home and School Association** is another vehicle for participation while also being an independent voice in Quebec's education system, dedicated to the enhancement and wellbeing of children and youth. Our Home & School meets on a monthly basis throughout the year. We encourage you to join the Home and School by filling out the membership application available on our website.

John Rennie's website, <http://johnrennie.lbpsb.qc.ca>, is updated regularly and provides a wealth of information.

**Simply Rennie**, our parent newsletter, is an important means of communication and a wonderful source of information. It is published three times a year, at the end of each term. **It is available for viewing on the school's website.**

The LBPSB Central Parents' Committee website, <http://cpc.lbpsb.qc.ca>, is another source of information for parents.

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

We wish you and your child a successful and rewarding school year!  
*John Rennie High School Parent Participation Organization*

## School Attendance

The school day begins at 9:05 a.m. Our blocks are 50 minutes long, with a five minute passing period occurring between each block. There is a separate lunch hour for Cycle 1 (Grades 7 and 8), and Cycle 2 (Grades 9-11) students. Please note that our Sport-Études program hours are from 8:10-12:00.

Students who are absent (including reasons such as illness, religious holidays, family vacations, appointments, sports training, etc.) have the responsibility to catch up on information and work missed during their absence. It is the responsibility of the student, with parental support, to be present for the required course instruction. Parents are requested to contact the School if your child is absent. **Students who have been absent must bring a note from their parent/guardian when they return to school** (even though their homes may have been called). This note must be dated, signed and written in the parent's own handwriting. There will be space provided in the agenda for this purpose.

## Daily Schedule

<b>Warning Bell</b>	<b>9:00</b>
<b>Homeroom / Block A</b>	<b>9:05 - 10:00</b> Does not rotate
<b>Block B</b>	<b>10:05 - 10:55</b>
<b>Recess</b>	<b>10:55 - 11:10</b> Warning bell at 11:08
<b>Block C</b>	<b>11:10 - 12:00</b>
<b>Block D</b>	<b>12:05 - 12:55</b> Junior Lunch - odd rotation days
<b>Block E</b>	<b>12:55 - 1:45</b> Senior Lunch - odd rotation days
<b>Block F</b>	<b>1:50 - 2:40</b>
<b>Block G</b>	<b>2:45 - 3:35</b>

Sport-Études hours are from 8:10-12:00. Lunch takes place during Block D, with PED support in Block E and possible PED support at 7:30 a.m.

## Rotation Pattern

John Rennie operates on a six day rotating schedule. Only Block A remains the same throughout the rotation. Blocks B, C, F and G all occur three times in the morning and three times in the afternoon. This pattern balances the schedule. *(The rotation pattern for Sport-Études is different)*

## **Absence Procedure**

1. Attendance is recorded daily, at the beginning of each class.
2. If a student has been absent, he/she must present him/herself to the attendance officer (8:30am – 4:30pm). The Attendance Officer will then stamp the student's agenda to confirm that the absence or lateness has been justified. Failure to have confirmation from a parent/guardian will result in detention and/or referral to the grade level administrator.
3. Unexplained absences and forgeries will be brought to the attention of the parent and/or administrator.
4. Random phone checks will be made each day to verify absences.
5. An "Attendance Discrepancy" email from the school will be issued at the end of the day to notify parents of missed classes and absences.
6. Students, who must leave school during the day for appointments, etc., must first have parental/guardian permission (note/email, telephone call, etc.) and **MUST SIGN OUT AT THE OFFICE BEFORE LEAVING SCHOOL PROPERTY.**

## **Evacuation and Lock-Down Drills**

During the course of a school year, students and staff participate in drills, both to evacuate the building (as in the case of a fire drill) or to remain safely contained within classrooms in the event an intruder enters the building (Lock-Down drills). While most students are comfortable with evacuation procedures, Lock-Down drills are relatively new. Parents of students entering high school are specifically encouraged to discuss these procedures with their children so they are not taken unaware the first time they participate in a drill of this nature.

During a Lock-Down drill, teachers are instructed to:

- Direct students to the floor, below window level and, if possible, under desks and away from the door.
- Check the hall and pull into the class any students in the hallways.
- Close and lock the classroom door.

Staff and students remain in this position until they are given an "all clear" message.

For a prolonged evacuation of the school building, students are taken, under staff supervision, to the Pointe Claire Arena, located across the street from John Rennie.

## **Emergency Procedures for Parents**

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

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

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

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

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

## **Report Cards**

There are three formal reports to parents each year and they occur at the end of each Term. In addition, an anecdotal report, consisting of comments only, will be sent in mid-October. Achievement and attendance are reported class-by-class together with those comments that individual teachers feel to be appropriate. Class tests, essays, laboratory reports, oral presentations, special projects, Learning and Evaluation Situations, (LES), and Evaluation Situations, (ES), are all used as evidence in evaluation.

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

In addition to the online report cards, teachers may communicate with parents via the student agenda, e-mail, or phone calls home. John Rennie teachers are also



provided with copies of Early Warning Letters, which they may use during the term to inform parents of specific areas of concern. An example of the Early Warning Letter can be found <http://johnrennie.lbpsb.qc.ca/documents/EarlyWarning.pdf>

## **Textbook Receipts**

At the beginning of the year, when textbooks are distributed, the accompanying receipt is filled out by students and signed by teachers. In addition to the serial number of the book, student name and other identifying information, the condition of the book is also indicated. The student and the teacher sign the textbook receipt, acknowledging the condition of the book. If the book is returned in a diminished condition, due to abuse of the book, the student will be charged a repair fine upon return of the book. A sample of the Textbook Receipt can be found <http://johnrennie.lbpsb.qc.ca/documents/TextbookReceipt.pdf>

## **Cafeteria Services**

We welcome students to our recently renovated cafeteria. Our cafeteria offers a large variety of food; full meals, snacks, soups, salads and many à la carte items to supplement your lunch from home. For a copy of your school's cafeteria menu and a list of prices for the school year 2015-2016, please go to <http://foodservice.lbpsb.qc.ca>. All food served in the Cafeteria complies with the LBPSB Food & Nutrition Policy adopted by the Council of Commissioners. Meal cards are available for purchase in the cafeteria. Like a gift certificate, students may apply any amount of money towards one and the cashier will issue a card with the amount indicated on it. Your child keeps the meal card and presents it each time they make a purchase in the cafeteria, until the total value of the card is used up.

## **School Closing**

In the event that schools have to be closed due to bad weather or other emergencies, notification can be found at the following websites: [www.lbpsb.qc.ca](http://www.lbpsb.qc.ca) & : <http://johnrennie.lbpsb.qc.ca> and radio stations: CJAD 800/CJFM 95.9, CIMW 940 News/CFQR Q92, CHOM-FM 97.7, and CBC1 88.5 FM. The following television stations are also notified; CFCF-12 (11), Global-TV (03), and CBMT Montreal (13). An automated message (phone call and/or email) may also be sent in the event of a school closing.

## Smoking

Smoking is not permitted on school property this includes electronic cigarettes. E-cigarettes are not permitted on school property at all times. Failure to comply will result in consequences as indicated in the Student Code of Conduct and the *Quebec Tobacco Act*.

## Transportation

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

If you have general busing questions, or for information on yellow school bus availability in your area, please contact the school board's Transportation Department at (514) 422-3001. You may also visit the transportation website to view the current Transportation Documents (Policy, Plan, Zones, and Code of Conduct) at <https://transportation.lbpsb.qc.ca/>, which will also inform you if there is problem with your student's bus.

## Student Parking

Due to the high volume of staff and limited parking spaces, students who drive to school will need to park in nearby community parking lots (i.e. Pointe Claire library etc.)

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

## Student Services

Student Services consists of the Resource Department, guidance counselor, a social worker, school nurse, school psychologist, and a guidance secretary.

Students can come to the guidance office to make an appointment to meet with the guidance counsellor or another member of the student services team.

The following topics come up in the guidance office:

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

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

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

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



# Student Code of Conduct

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

## **“I am a John Rennie High School Student.”**

1. I will not use bullying, violence, fighting, threatening behaviour, verbal abuse, harassment (racial, sexual or other), persistent truancy or opposition to authority in order to express my anger or frustration. I understand that there are respectable and acceptable ways in which to handle my frustrations and anger. I will seek the help from a guidance counsellor, teacher, administrator or health professional in the school, and/or my parents, whenever necessary.
2. I understand that bullying is any repeated direct or indirect behavior, comment, act, or gesture, whether deliberate or not, including in cyberspace, which occurs in a context where there is a power imbalance between the persons concerned and which causes distress and injuries, hurts, oppresses, intimidates or ostracizes. Bullying is unacceptable behaviour and will not be tolerated at John Rennie.
3. I understand that violence is any intentional demonstration of verbal, written, physical, psychological or sexual force which causes distress and injures, hurts, or oppresses a person by attacking their psychological or physical integrity or well-being, or their rights or property. No form of violence will be tolerated at John Rennie.
4. I will be an *up stander* by reporting to an administrator, guidance counsellor, teacher or health professional in the school, any incident of bullying and/or violence that I have witnessed. I understand that all information I provide will be kept confidential and that my rights will be protected.
5. I understand that I may not bring or use weapons, alcohol, illegal drugs of any kind or drug paraphernalia on school property as governed by the school board's *Safe and Caring Schools Policy*.
6. I respect the school and its property. I understand that damaging and/or defacing of school property, textbooks, library books, furniture (this includes sitting on tables), etc., will not be accepted by anyone in our school community. My parents, my guardians or I will be expected to reimburse the school for damages that I have caused.

7. I fully understand and will comply with the John Rennie technological procedures:
  - a) No electronic device may be used to bully, harass, intimidate or threaten the security and wellbeing of any member of the John Rennie community. In the event that I misuse technology by hacking, inappropriate messaging, cyber-misconduct or on-line harassment of any kind, it may result in severe consequences and police intervention.
  - b) Electronic device usage is permitted during personal time (before school, recess, lunch, after school). Devices are permitted in classrooms only when permission is granted by the teacher. Use of such devices during class time, without permission from the teacher will lead to confiscation. I fully understand that an electronic device that falls out of my pocket, or a device that is used as a watch, is subject to these rules as well. I understand that if I am asked for my electronic device, I must give it to the staff member and I must inform my parents that they are the only ones who may pick up the electronic device.
  - c) Unless it's a teacher led activity the playing of audio devices aloud is prohibited without prior approval from administration.
8. I understand that if I am being disruptive, insubordinate or violent and that my behaviour impedes the learning or teaching of any school community member, I may be removed from class until I am able to respect the learning environment.
9. I will not discriminate against anyone.
10. I will not plagiarize or cheat on exams. I understand that I may receive a zero on any plagiarized paper or cheating that occurs. I will respect the John Rennie Exam Protocol.
11. I will not gamble.
12. I will not damage and/or steal the personal property of others.
13. I will not smoke on school property. I understand that I may be fined, should the school incur any fines as a result of my smoking.
14. E-cigarettes/ vapour cigarettes are not permitted on school property.
15. I am fully aware that behaving in a courteous and cooperative manner with staff and fellow students is expected. As a John Rennie student, I am expected to acknowledge and follow instructions from all staff members. The use of obscene or offensive language is strictly forbidden.

16. I will attend, be punctual, and bring all required materials to classes, including my student agenda, as it is a required time management tool and is used as a Hall pass. I understand that I am expected to complete and submit all my assignments on time.
17. When in the Labs, Theatre, Library, school bus, work areas, on field trips or representing the school in any capacity, I understand that I am expected to respect the John Rennie Code of Conduct as well as the specific rules and regulations of the location I am visiting.
18. While I realize that John Rennie High School does not have a designated uniform, I understand that my manner of dress should reflect the academic nature of our building where we come to learn, socialize and work in a diverse community. I will not wear clothing that depicts offensive language or messages. My top garments will meet the waistline of my pants, and my shoulder areas will be covered (straps at least 1-2 inches). My bottom garments will not hang below my waistline, and the length of my bottoms must fall below my fingertip length. My undergarments will not be visible through my clothes. I understand that pyjamas do not show respect for the academic nature of our building. I will not wear my hat, bandanna or hood in the building, and I understand that that outdoor jackets and backpacks are not to be worn/brought to class or the food service area. I understand that the purpose of our dress code is to foster an atmosphere that encourages us show that our daily routines at JRHS are important to each of us as individuals.
19. I understand it is my responsibility to wear a JRHS t-shirt to all Physical Education classes and I will use a locker room/bathroom to change in/out of gym attire.
20. As a JRHS student, I am responsible to keep my locker clean. My lock combination must be kept on file at the Main Office. I am aware that the lockers remain the property of the school and may be searched by the administration at any time.
21. During lunchtime blocks, I know that **food and beverages are to be consumed only in the Cafeteria and Great Hall**. I will be responsible and clean my area after I have eaten. All of my garbage will be disposed of appropriately when I leave the lunch areas. I understand that I may not eat lunch in any academic hallways.
22. If I am to leave the building during school hours, I understand that I must have permission from a parent or guardian, and must sign out at the appropriate administration office BEFORE leaving school property. As a Cycle 1 student, I understand that I must remain on the school premises during lunch hour. I understand that if I leave the property without parent permission, it will be considered "skipping", and will carry the consequence of a one hour detention after school for each class that

is missed. When leaving the property I will be vigilant, cautious and use the sidewalk.

23. I will not bring or use Laser pens, lighters and water guns or any other objects that may be disruptive or dangerous on school property.
24. I will not use skateboards or roller blades in the school or on school property.
25. I respect my school and my country and I will come to attention during the playing of the National Anthem.
26. Since I have chosen JRHS as my school, I understand that I must comply with any additional requirements as outlined by staff.
27. I will be the best student I can be. I will participate, to the best of my abilities, in different activities and opportunities offered by my school. I will strive for excellence in all I do in order to reach my highest potential and improve myself and my school.

# LIBRARY

Click here <https://sites.google.com/a/lbpearson.ca/john-rennie-high-school-library/>

**Regular Loan Period** - A maximum of 6 books may be borrowed at one time for 2 weeks. Books may be renewed only once. Books that are reserved will be held by librarian for 1 week then returned to the shelf.

**Periodicals** - May be borrowed for one day.

**Reserved Class Project Books** - Will be placed on a trolley in library and are to be used only in the library, unless requested by teacher. Sometimes these books are used for several classes.

**Computers:** The library has 11 computers available for use. There are 2 additional computers at the circulation desk, one of which the JRHS staff are able to use. That computer can be used with the Smart board and projector.

There is a 10 cent charge per page printed or photocopied. Additional charges will incur for printings that require the use of a large amount of ink.

**Fines-Charges on overdue books are calculated as follows:**

20 cents per book, per day (late) on regular books

50 cents per day on each reference book –Circulation on Mon-Thurs only

1.00 per day on each CD/DVD

**Lost property of Library-** The charge will be the replacement value.

**Admission:** Students using the library during class time must bring their agenda with their **BAR CODE**. The student must have a note in their agenda signed by the teacher. A student will be returned to class if the agenda is not signed.

Overdrive and other Digital databases are available for research and pleasure reading. Workshops will be announced in September.

Parent volunteers and student monitors are always needed. For more information, please contact

Mrs. K. Lukian-Byrnes, JRHS Librarian 514-697-3210

[klukian@lbpearson.ca](mailto:klukian@lbpearson.ca)



## Electronic Resources – Acceptable Use Policy

To facilitate and enhance student learning at John Rennie High School, the school's Wi-Fi system has been upgraded and students have been set up with Google accounts. We believe that with added accessibility comes added responsibility.

Although students will be supervised when using the Internet on a school device in a lab or a classroom, and although our school board uses a program to screen out inappropriate material, there is always a possibility that students may come across inappropriate text or images that are not consistent with our educational goals and values. While providing students with complete protection from accidental exposure to such materials is impossible, we believe that the benefits of using this medium far outweigh the risks. We invite all parents who are concerned with Internet safety to consult the following site on the Lester B. Pearson website: [http://esd.lbpsb.qc.ca/internet\\_safety.htm](http://esd.lbpsb.qc.ca/internet_safety.htm), or to visit the Lester B. Pearson Digital Citizen Program site at <http://dcp.lbpsb.qc.ca/>

The use of the school's computers, iPads, Wi-Fi and shared devices is a privilege and not a right. Students are expected to conduct themselves responsibly and politely, and work towards building their positive digital footprint. Below are guidelines for acceptable use of computers, devices and the Internet within the school. We encourage you to discuss them with your child, and hope that you will also find them beneficial if your child is using the Internet at home.

- Use of the Internet will be under the supervision and authorization of school staff.
- The use of computers, shared devices, and the school's Wi-Fi will be for curriculum based goals.
- Students will not provide information of a personal nature on-line.
- Students will inform their teacher immediately when coming across information and/or material that is either unexpected, or which makes them uncomfortable.
- Downloading and/or the installation of files, programs or images is prohibited without permission of the teacher.
- Students will not change or modify the school's hardware settings in any way.
- Students will not access the wireless network or login to devices with credentials that are not authorized to them.
- Students will be held responsible for any deliberate damage to data, hardware or software.

***\* Please note that students at John Rennie are not entitled to use the computers in the library without showing the signed document that is in the Student Agenda.***

# Fundraising Policy

All proposals for fundraisers must be made through a staff member. The staff member must fill out a fundraising form. This form would be approved by the principal of the school and then passed to the Staff Council. The Staff Council creates a fundraiser calendar, which is then presented to the Governing Board for approval. Any department with a fundraising committee must also submit fundraising forms for approval. Students are not permitted to sell any items unless it is overseen by a staff member and approved by Governing Board.

# Supervision Policy

## 1. Definition

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

### 1.1 Prior To the First Bell/Class

All homeroom teachers are on duty as of the morning warning bell.

### 1.2 Class Time

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

### 1.3 Recess, Lunch and Bus

Supervision is assigned to teachers for bus arrival and departure, lunch and recess.

a. It is the collective responsibility to supervise at recess.

b. The following areas are supervised during both lunch hours:

- ◆ Cycle 1 Hall, Science Hall, 200 Hall, 300/500 Hall, Cafeteria, Library/Great Hall, Vocational Hall and Open Gym

- ◆ Enrichment/Remedial Activity Supervision

Regularly scheduled activities such as the following are encouraged as part of the supervision policy before school, after school and at lunch:

- ✓ Open Computer Lab
- ✓ Open Math Lab
- ✓ Open Gyms (seasonal)
- ✓ Open Games Room
- ✓ Open Weight Room
- ✓ Homework/Help Room(s)

### 1.4 Before and After School

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

### 1.5 **Activities, Tutorials, Athletics, Dances and Major Events**

The students are supervised by the teacher(s) in charge of the activity. Activities taking place outside of school hours must have a responsible adult present in the building who is actively supervising the activity. The adult is subject to acceptance by JRHS administration.

### 1.6 **Bus Duty**

A staff member will be on duty to receive and dismiss the buses at the beginning and end of each day.

1.7 The supervision of students must respect the terms outlined in the Teachers' Collective Agreement.

## 2. **Field Trips and Extra-Curricular Activities**

Refer to the Field Trip Policy.

## 3. **Exam Time**

A separate schedule is drawn up for the supervision of students during exams.

## **Field Trip Policy**

In the schools of the Lester B. Pearson School Board, trips off the school premises are undertaken for a variety of pedagogical purposes. These include:

- ★ promotion of academic, social and personal growth;
- ★ participation in athletic activities;
- ★ promotion of cultural and environmental awareness;
- ★ participation in recreational activities.

Further details can be found <http://johnrennie.lbpsb.qc.ca/fieldtrips.htm>

## **Low Attendance Day Policy**

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

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

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

# Work at Home Policy

## Definitions and Purpose

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

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

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

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

## Time

**Amount** – In Cycle I, students should be prepared for 60-90 minutes of homework at night. In Cycle II, students should be prepared for 90-150 minutes of homework at night. In Cycle II, during restricted days, students should be prepared for an increase in the amount of study required each night. During those days, students are required to be present in class as many evaluations and review activities are taking place in school.

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

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

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

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

## **Responsibilities**

### ★ **Students**

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

### ★ **Teachers**

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

### ★ **Parents**

- To inform themselves by checking and signing the agenda and project outlines (Cycle I).
- To provide a time and a place for homework.
- To provide support and encouragement.
- To verify that the work has been completed.
- To contact the teacher with concerns or questions.
- To remind students after absences to verify work missed and catch up.

## **Exceptional Circumstances**

### ◆ **School Sponsored Activities**

The **staff** should provide an outline of work before the event. The school should be flexible with respect to assignment, project deadlines, and with respect to tests. These students should be allowed a reasonable amount of time to catch up.

The **students** are responsible for all work missed. They should inquire before the trip as to what will be covered in their absence and seek help if and when puzzled by said work.

The **parents** should verify that students inquire as to the work that will be missed and to see that it is done.

### ◆ **Athletic Events/Professional Activities – National & Provincial Athletes**

The **parents** should provide the school with a calendar of events as soon as possible. It may be necessary for the parents to engage a tutor should the absences be of a regular nature. This tutor should communicate with the classroom teachers.

The **students** are expected to meet all the expectations of the course(s) and to inquire constantly with respect to material missed.

The **staff** should provide an outline of work before the event. The staff should be flexible with respect to assignments, project deadlines, and with respect to tests. These students should be allowed a reasonable amount of time to catch up.

### ◆ **Family Vacations**

The **parent** should provide the school with a calendar as soon as possible.

The **students** are responsible for all work missed. They should inquire a week before the trip as to what will be covered in their absence.

The **staff** should provide an outline of work before the vacation. The staff should be flexible with respect to assignments, project deadlines, and with respect to tests. These students should be allowed a reasonable amount of time to catch up.

## **Graduation Information**

For the description and costs of the different events that take place during Grad year, please consult <http://johnrennie.lbpsb.qc.ca/graduation.htm>

## **Local Resources**

For a complete listing of West Island Youth Resources, please consult the West Island Community Resource Centre's website: <http://www.crcinfo.ca>

# *Together, Reaching for Excellence*



***This handbook was prepared by John Rennie High School's Parent Participation Organization with the assistance of JRHS staff and administration.***

***In addition to the handbook, our committee supports parents and the school in a variety of ways. The following list includes a sampling of things we are proud to have initiated or take part in:***

- ◆ ***Parent Workshops***
- ◆ ***Simply Rennie***
- ◆ ***Early Warning Letter***
- ◆ ***Course Selection Handbook***
- ◆ ***Fundraising for Student Awards***
- ◆ ***Open House***
- ◆ ***Collaboration with Governing Board and Home & School***
- ◆ ***Convocation and Academic Awards Ceremonies***
- ◆ ***Collection of School Fees***
- ◆ ***Respect Team and Challenge Day***
- ◆ ***Vaccinations***
- ◆ ***Bill 56***
- ◆ ***EVB***

***We invite you to join the PPO or simply attend our meetings. It's a great way to be involved in your child's education!***