

*Discover Montreal's
Premiere Urban Arts School*
ÉCOLE SECONDAIRE
JAMES LYNG
HIGH SCHOOL
"Urban Arts, Inspired Minds"

The Student Code of Conduct 2016-2017



**JAMES LYNH HIGH SCHOOL
STAFF**

ADMINISTRATION

Principal
Vice Principal

Derrek Cauchi
Marilyn Ramlakhan

CLC

Community Learning Centre Coordinator

Mikaella Goldsmith

STUDENT SERVICES

Guidance Counsellor
Parent-Student Animator
Spiritual Community Animator
Librarian

Stephanie Kaplan
Maria Di Stavolo
Veronica D'Agata
Kam Jain

SUPPORT STAFF

School Secretary
Programmer
Caretaker

Jackie Gomes
Lina Testa
TBD

ACADEMIC EXPECTATIONS

Students attending James Lyng High School must be committed to obtaining the best education and work habits in order to help them succeed at whatever goals they have set for themselves.

- All assignments must be submitted on time and completed to best of the student's ability.
- Plagiarism is strictly forbidden. Plagiarized work will receive a zero grade. Students are reminded that:
 - submitting another person's work as your own is plagiarism;
 - changing a few words from another source is plagiarism and not your own work;
 - paraphrasing by changing many words but presenting the ideas as your own is plagiarism;
 - cutting and pasting from internet sources and essays or another student's work is plagiarism;
 - citing all sources is important and can help avoid plagiarism.

TESTS AND EXAMINATIONS

- Students and parents/ guardians should do everything possible to guarantee attendance for tests and/ or examinations.
- Consideration for a missed test will only be given for a valid reason.
- Talking, eyes wandering, or communicating of any kind during a test or examination may be considered cheating.

EXAMINATION PROCEDURES

- The use of cell phones and other electronic devices (iPod, MP3, etc) are not permitted during an examination. Students may leave such items with their invigilators, but the school assumes no responsibility in case of loss or damage. It is strictly forbidden for students to have electronic devices on their person during examinations.
- School bags or other bags, purses, and jackets are not permitted at the students' desks during examinations.
- Students must bring the necessary writing tools to their examination. The use of a calculator for mathematics exams is strongly recommended. Note that some exams prohibit the use of graphing calculators. Students should verify with their teacher which materials they are permitted to bring to the examination.
- Students may not leave their seat during an examination.
- Students may not leave the examination room until one half of the allotted time has gone by.
- Students must be in full uniform to be admitted to the examination room.
- Students must be on time— any student arriving more than 30 minutes following the start of the examination will not be admitted to the exam.
- Students may receive 5 additional minutes per hour for MELS uniform exams.

TUTORIALS and REACH

Tutorial instruction and support will be provided for students who require extra help in certain subjects. Tutorial classes take place outside regular hours. Reach (support and remediation) is scheduled 3 days per week after school.

REPORTS

In addition to an interim report card in October, formal computerized reports will be issued three times during the year.

PRINCIPAL'S HONOUR ROLL

Each term the names of those students who have obtained an average of 75% or more, and who have not failed a subject, will be placed on the Honour Roll. Students receiving a grade of 75% - 79% will be awarded Honorable Mention, while those receiving 80% or higher will be Awarded with Distinction..

PROMOTION POLICY

All students are required to pass English, Math, and French.

- **For promotion in Secondary I, Secondary II and Secondary III:** The pass mark is 60% for all subjects at all levels.
- **For promotion from Secondary IV to Secondary V:** A student is promoted to Secondary V on an individual subject basis when a minimum 20 credits have been obtained.

FOR GRADUATION FROM HIGH SCHOOL

A diploma in Secondary Studies will be awarded to those students who have accumulated a total of 54 credits in Secondary IV and V, including the mandatory credits listed below:

COURSE	LEVEL	CREDITS
English	V	6
French	V	4
History & Citizenship	IV	4
Mathematics	IV or V	4
Science & Technology	IV	6
Arts Education	IV	2
Ethics & Religious Culture or Phys Ed.	V	2

Must have at least 20 credits from Secondary V including mandatory credits above.

PRE-REQUISITE COURSES

Pre-requisite courses shall include English Language Arts, French Second Language and Mathematics.

PROMOTION TO THE NEXT LEVEL

A Secondary I, II and III student must successfully complete a minimum of two pre-requisite courses, and meet the following conditions:

EMSB SUMMER SCHOOL, SEC I, II OR III

Every year, the EMSB shall approve a summer school program for students in Secondary I, II or III, who have obtained a mark between 50-59% in designated subjects and levels. The results of summer school shall be evaluated only as pass (P) or fail (F).

Students in Secondary I, II or III who succeed in their summer school studies are permitted to advance to the next level of the course.

A student in Secondary I, II or III who fails two or more pre-requisite courses, and who is not entitled to attend summer school for these courses should repeat the level or be placed in the most appropriate program.

Secondary 1: Students must successfully complete the equivalent of **10 credits**, from courses listed on the right.
** Students who have failed all 3 pre-requisite courses may be required to repeat secondary 1*

Geography	3
History	3
Science & Technology	4
Visual Arts/Music	4
ERC	2
Physical Education	2

Secondary 2: Students must successfully complete the equivalent of **10 credits**, from courses listed on the right.

Geography	3
History	3
Science & Technology	4
Visual Arts/Music	4
ERC	2
Physical Education	2

Secondary 3: Students must successfully complete the equivalent of 10 credits , from courses listed on the right.	History	4
	Science & Technology	6
	Visual Arts 3	2
	Music	2
	Physical Education	2
	POP	4
Secondary 4: Students must successfully complete the equivalent of 4 credits, from courses listed on the right.*	ERC 4	4
	ERC 5	2
	Physical Education	2

**The unsuccessful completion of History & Citizenship and Applied Science & Technology courses does not prohibit the student from being promoted to Secondary V, as a repeaters' course in these subjects are usually offered to Secondary V students.*

REQUIREMENTS FOR SECONDARY SCHOOL/VOCATIONAL PROGRAM

Admission requirements for the Secondary School Vocational Diploma (SSVS) vary according to the program. We encourage students to make an appointment with the Guidance Counsellor to review individual situations or interests.

VOCATIONAL TRAINING PROGRAMS

James Lyng also offers a Sec II WOTP Program (Work-oriented training program) that provides, upon completion, students with Quebec certification.

As well, James Lyng also offers a Sec III program, 15+D (15+ age requirement & derogation). This program does not allow students to attain Quebec certification, but *does fulfill the basic requirements of secondary III and* increases opportunities in the Vocational Path.

In both cases, students follow a different workload, participating in the main courses (English, French, Math) along with a variety of vocational and/or *urban arts inspired* courses to prepare students for the job market.

Interested parents are welcome to call the school for more information.

PHYSICAL EDUCATION

This course is obligatory from Secondary I to Secondary V. The required dress for all the gym classes is as follows:

- t-shirt, shorts or sweat pants, running shoes

A medical certificate is required to excuse a student from participation in physical education activities, but no student may be totally exempted from physical education.

When students are in the gym or fitness center, a teacher or coach must be present. If a teacher or coach is not present, the students must wait in the corridor.

SAFETY AND SECURITY

Students are not obliged to remain on campus at recess or lunch. However, parents must be aware that there is no school supervision provided beyond school grounds.

STUDENT MOVEMENT

1. Students may enter the building at 7:50 a.m. and may proceed only to the cafeteria.
2. During the lunch period, students are permitted only in designated areas. Students must have permission in order to be in other areas of the building.
3. Students must have a hall pass when not in class.

FIRE DRILLS

1. Each exit in the school is clearly marked.
2. Instructions are provided in each classroom to designate which exit to use.
3. The sound of the fire alarm is the signal to leave the building immediately by the designated exit.
4. Fire drills can take place at any time, whether the students are in classes, in gym, in assemblies, in the corridors or in the cafeteria.

FIRE DRILL CODE

1. Every fire drill is to be regarded as a real fire.
2. Students must leave the building immediately during a fire drill.
3. Students must move rapidly and maintain silence and good order. **DO NOT RUN.**
TO TURN IN A FALSE ALARM IS A CRIMINAL OFFENSE.

ACCIDENT INSURANCE

This is a responsibility assumed by the parents. The School Board endorses an accident insurance plan which your child will bring home.

All students participating in intramural or interscholastic activities must have some form of insurance.

Please note that emergency ambulance service which is not provided by the school is covered by this insurance.

I.D.

Student will be provided with a school I.D. They must have it in their possessions at all times. Students must show their I.D. whenever requested by an administrator, teacher, or support staff.

CAFETERIA

The cafeteria serves both hot and cold balanced meals. No purchase is required to eat in the cafeteria. Students must conduct themselves properly and must clean their tables after eating. Any student failing to do so will be refused the use of the cafeteria facilities. No eating is allowed outside of the cafeteria.

GUIDANCE

The guidance department is equipped to provide a full range of personal, academic and career counselling services. Appointments may be made at the Guidance office outside class hours. The student must show the appointment slip when leaving and returning to class.

HEALTH SERVICE

A Public Health Nurse is provided by the C.S.S.S. for one day a week. The nurse cannot prescribe medication.

EMERGENCY SITUATIONS

Should immediate hospital treatment be necessary and the parents are unable to pick up their child, the school will arrange for the transportation and supervision of the sick or injured child, at the parents' expense. The school will inform the parents of the steps taken and urge them to go to the hospital as soon as possible

LIBRARY

The library is intended to be a resource area for the whole school. You are encouraged to use the library to do your homework, study, read for pleasure; and to do research. There is a wide variety of books and magazines as well as computers with internet access available to you. In order to keep the library operating efficiently, you are asked to observe the following regulations:

1. The library opens each morning at 8:00 a.m. and remains open each day until 3:15 in the afternoon.
2. No food or beverages are allowed in the library. Electronic devices are not allowed in the library. Students are required to leave their schoolbags and other belongings on the tables at the entrance.
3. Individuals or small groups are permitted to use the library throughout the school day with written permission from their teacher.
4. Students are free to check out books from the library for a period of two weeks. If the book is not returned on the due date, 5 cents a day fine will be imposed for the overdue book. If no one else has reserved the book, the book may be renewed at the end of the two week loan period.
5. Borrowers are held responsible for the replacement costs of any library book damaged or lost.
6. Students who want to spend their lunch hour in the library for serious and quiet work may do so with their pass.
7. Do not disturb other students who need a quiet environment in which to study.

TEXTBOOKS

These are loaned free of charge to the pupils. The textbooks are the property of the James Lyng High School, and must be treated with proper care.

STUDENTS MUST PAY REPLACEMENT COSTS FOR LOST, STOLEN, OR DAMAGED TEXTBOOKS.

LOST ARTICLES

Valuables or large amounts of money should never be brought to school. James Lyng High School is not responsible for any lost or stolen articles. Lost and found articles should be reported to or redeemed from the secretary.

PARKING

There is no parking available for students on school grounds.

RIGHTS AND RESPONSIBILITIES

The community of James Lyng High School requires that students demonstrate self-respect as well as respect for the dignity, well-being, and property of other members of the school. All members of our JLHS community have rights, but along with those rights come responsibilities:

STUDENT RIGHTS	STUDENT RESPONSIBILITIES
to a full education leading to a Quebec Secondary School Diploma (DES)	to know and respect the school rules outlined in this Code of Conduct
to a clean and attractive learning environment	to be courteous and punctual, and show a positive attitude toward learning
to view any official record in their file	respect the school and other's property

to the services of a professional guidance counselor	refrain from behaving in a disruptive way in the class and in common areas.
participation in any activity sponsored by the school	be responsible for missed work due to tardiness or absences
to a private locker for book storage	strive for his/ her personal best (assignments are handed in on time and well done)
to fair treatment and respect from staff and other students	use a school agenda book to organize his/ her work
to expect teachers to maintain standards of student behaviour which will not affect adversely the learning of student	actively promote respect (self, toward school mates and school personnel) at all times, which includes the use of proper language
to be disciplined in a respectful manner	come to class prepared and with materials and books
to learn in a safe and healthy environment that is free of bullying	refrain from doing or saying anything that encourages bullying. Student are encouraged to actively prevent bullying by reporting bullying incidents to a school adult.

STAFF RIGHTS	STAFF RESPONSIBILITIES
expect reasonable and appropriate behaviour from students	ensure the rights and responsibilities of students
support from the Administration in the performance of their duties	enforce the Code of Conduct
to be treated with respect and to work in a clean, calm and safe environment that is free of bullying.	contact parents/ guardians when necessary
to feel comfortable in speaking with immediate supervisors	plan and conduct an appropriate program in accordance with QEP
expect students to complete their assignments and work to the best of their abilities	establish clear, consistent and fair guidelines for students
to constructive pedagogical time, and the support of EMSB resources/ consultants	communicate clear expectations in terms of evaluation
to collegial relationships with fellow teachers and support staff	treat all students with dignity and respect at all times

PARENT/ GUARDIAN RIGHTS	PARENT/ GUARDIAN RESPONSIBILITIES
be familiar with JLHS's policies and procedures	take an active interest in their child's progress in school and discuss it with him/ her
receive regular communications from school	ensure the punctuality and daily attendance of their child
confer with teachers and/ or administrators regarding concerns for their child	collaborate with the school in developing their child's positive attitudes toward learning and responsible conduct
to feel welcomed and supported by the school community	contacting the school in order to communicate health or other issues

RESPECT FOR SELF

ATTENDANCE, DISMISSALS, AND LATE ARRIVALS

Students are expected to be present every day for school. Please see the James Lyng High School Attendance Policy for details.

UNIFORMS

Students **MUST ARRIVE TO SCHOOL IN FULL UNIFORM EACH MORNING**. The school uniform must be worn the whole school day – in class, during recess, during lunch, and on school outings.

The school uniform consists of JL embroidered black pants, JL burgundy polo (short and long sleeves), JL hooded sweatshirt, and JL burgundy fleece cardigan, which are available from our official uniform supplier (substitutes are not accepted). Note that students are not permitted to wear the hoods while in the school building. Students may only wear undershirts or long sleeve shirts that are black, burgundy, or white. Non-uniform clothing and accessories are prohibited at all times during the school day. Items include but are not limited to: excessive make-up or nail polish, head bands and bandanas, hats, jackets, school bags, purses, sun glasses, excessive jewelry, sweatbands, wallet chains, iPods, MP3 players, cell phones, etc, must be stored in students' lockers.

During the warm weather season (May to September) students may wear JLHS uniform gym shorts. The required dress for physical education is as follows: t-shirt, shorts or sweat pants, and running shoes.

It is forbidden for students to change clothing in locker bays or hallways.

SMOKING

Smoking is not permitted anywhere on school grounds by virtue of law. Students found smoking on school grounds will be suspended from school and may be fined.

DRUGS AND ALCOHOL

The school will not tolerate drugs or alcohol. The school administration reserves the right to inspect a student's locker if he/ she is suspected of being under the influence of drugs or alcohol, and may consequently be suspended. Students under the influence of drugs or alcohol will be suspended immediately. See "respect for school environment" for further details.

RESPECT FOR OTHERS

BILL 56

An act to prevent and stop bullying and violence in schools (June 2012)

The Education Act defines the following:

"The word '**bullying**' means any repeated direct or indirect behaviour, 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 injures, hurts, oppresses, intimidates or ostracizes";

"The word '**violence**' means 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 to property".

Schools have a responsibility to investigate and track all incidents of bullying, including cyber bullying, whether or not incident(s) happen within our school premises. Our school has put certain strategies in place, according to our Anti-Bullying/Anti-Violence Action Plan, to positively impact this issue, such as:

- Mentorship program with Big Brothers, Big Sisters of Canada
- Peer mentoring
- Project L.O.V.E.
- A variety of extra-curricular activities to foster a positive sense of belonging

- Anonymous bullying reporting measures
- Formal bullying reporting measures
- Restorative justice program
- Counselling/ Mediation
- Planning room
- Student leadership
- SPVM Bullying Containment Project

The school will not tolerate weapons of any kind, including, but not limited to, imitation weapons. The administration reserves the right to confiscate weapons, and contact authorities.

ATTITUDE

Students must show respect for all members of the James Lyng High School community. Students are expected to:

- be polite & cooperate with directives from all school personnel; be polite & courteous with classmates;
- be present and on time for each class;
- refrain from disruptive behaviours in the classroom or within common areas. Further, student must not leave the classroom without permission from the teacher or other school adult.
- refrain from using foul language;
- treat others with respect by avoiding physical or verbal aggression;
- respect the EMSB safe schools policy, particularly with respect to bullying, cyber-bullying, harassment, abuse, and discrimination (see EMSB Safe Schools policy and James Lyng High School's Anti-Bullying policy)
- respect his/her learning environment for the benefit of student's peers. Any damage to school property, whether deliberate or accidental, and resulting cost will be borne by the student and his/ her parents/ guardian.
- treat school property with respect. All textbooks and library books are the property of JLHS. Textbooks or library books that are lost or damaged beyond the normal wear and tear will have to be replaced at the expense of the student and his/ her parents/ guardian.
- Students are reminded that they represent James Lyng High School when travelling to and from school, as well as on field trips, sporting events, and special activities.

ELECTRONIC DEVICES

It is advised by the school that students refrain from bringing electronic devices to school such as cell phones, iPods, personal gaming devices, etc. Any student who brings personal electronic items does so at his/ her own risk. The school is not responsible for any lost or stolen articles.

Please be advised that it is strictly prohibited for students to use any such devices in class (exception occurs if the TEACHER is requesting students to bring a device to class solely for the purpose of use as a teaching tool). Any electronic device that is "seen or heard during class time" can result in the confiscation of said items.

1st offense: item returned to student at the end of the school day.

2nd offense: a parent or guardian must pick-up item from administration.

Technical devices, such as camera phones, recording devices or computers may not be used to invade or threaten personal privacy, or to disrupt the safe and secure culture for learning.

INFORMATION TECHNOLOGY ACCESS AND APPROPRIATE USE

Students are expected to:

- adhere to and agree the EMSB policy;
- use equipment and Internet services only with the permission and/ or supervision of James Lyng personnel;
- refrain from using anonymous Internet services;

- refrain from creating, accessing, storing, sending, distributing or printing any material which is generally considered to be obscene, pornographic, erotic, sexually explicit, racist, abusive, discriminatory, hate-motivated, harassing, threatening, demeaning or otherwise objectionable in imagery or language;
- take reasonable precautions to prevent unauthorized access to email;
- report to the administration any material received or stored in any manner (text, images, sound, etc) which appears to be in violation of the policy;
- respect and protect personal and confidential information regarding themselves or others;
- refrain from harming, attempting to harm, or destroying EMSB data;
- refrain from obtaining, by any means, access to any system, service, privilege or electronic material to which they are not authorized;
- refrain from violating Canadian copyright laws;
- refrain from installing unauthorized software on EMSB-managed computers;
- refrain from transmitting unsolicited bulk information (SPAM), including junk mail, advertising, jokes, solicitations, chain letters, virus alerts, etc;
- obtain permission from the supervising teacher or educator before printing.

RESPECT FOR SCHOOL ENVIRONMENT

GENERAL GUIDELINES

- Students are requested to maintain the cleanliness of the school building. Littering will not be tolerated.
- It is forbidden to eat or drink in the classrooms, hallways, locker bays, or gymnasium. Food and drink may only be consumed in the cafeteria.
- Vandalism, graffiti, and the destruction or careless use of school property is prohibited. Students and their parents/ guardians will be held financially responsible for any damage their child may cause.
- Tampering with the fire alarm system or any other safety equipment will not be tolerated and may be cause for suspension.
- Students are reminded that they may not use the front entrance of the school unless they are accompanied by an adult. There are three entrances reserved for student use: northwest entrance (near room 105), southwest entrance (near room 111), or south central entrance (near the woodshop).

SCHOOL VISITORS

- Students should not invite outsiders to the school, including visitors to GMAA events being held at the school.
- All visitors to the school must report to the main office, prior to circulating in the school. It is at the discretion of administration to approve of the visit.

HALLWAYS

Students are expected to conduct themselves in a respectable and orderly fashion when circulating in the school at all times. Pushing, shoving, shouting, running, swearing, or rowdy behaviour will not be tolerated.

LOCKERS

- Lockers will be assigned by the Administration according to our House system.
- Students may not share lockers with school mates.
- The school is not responsible for theft or damage of items kept in lockers.
- Students may not loiter in the locker bays at any time.
- Students should not go to their lockers during class time or between classes, with the exception of recess and lunch. It is recommended that students assemble their supplies and materials for two periods (ie: periods 1 and 2, 3 and 4, or 5 and 6), to avoid being late for class.
- Note that the lockers are the property of James Lyng High School. As such we reserve the right to verify the contents of lockers at any time without notice.
- Students will be provided with locks by the school. No other locks will be permitted.

DETENTION

- Students are expected to serve their assigned detention on the day that the infraction occurred. If a student has a valid reason for re-scheduling his/ her detention, arrangements must be made with administration **prior** to the scheduled detention.
- Eating, talking, listening to music, or any other disturbances are strictly forbidden in the detention room.
- Students are **REQUIRED** to bring school work to the detention room. Students will not be permitted to sit in the room without some sort of work and may face more serious disciplinary measures.
- If a detention is missed, it may be doubled. If the student does not attend the doubled detention he/ she may face measures for insubordination and be suspended.
- After school, before school, lunchtime, pedagogical day, or Saturday detentions may be assigned at the discretion of administration.

G.M.A.A. AND JAMES LYNG HIGH SCHOOL REPRESENTATION

Representing James Lyng High School is a privilege for all students and staff. Students must completely fulfill their commitment once they have agreed to represent the school. If students neglect this commitment, the consequences may include a suspension from all related activities for up to a year and payment of any fine the school may incur as a result. Activities in which students represent the school take precedence over other practices, jobs, appointments or outside activities.

DISCIPLINARY ACTION

Students who fail in their responsibility to their school community are accountable for their behaviour. The following are examples of unacceptable behaviour that require disciplinary action. This list is not meant to cover all infractions:

- | | |
|---|--|
| ➤ Rudeness | ➤ Unacceptable dress and appearance (i.e. uniform violation) |
| ➤ Lateness | ➤ Fighting |
| ➤ Assignments not done | ➤ Vandalism |
| ➤ No text(s), pen, or copybooks in class | ➤ Foul language |
| ➤ Disruptive in class, hallways, cafeteria | ➤ Insubordination |
| ➤ Littering | ➤ Graffiti |
| ➤ Eating anywhere in the building except in the cafeteria | ➤ Violation of the EMSB I.T. Policy |

Students who make threats directed at a staff member will be suspended and may face legal consequences.

FORMS OF DISCIPLINARY ACTION

1. *Detention:* Students found breaking rules will serve a detention outside regular school hours. Detention Hall is every day between 3:35 and 4:15 pm.
2. *Suspension:* Chronic or serious cases of misconduct will result in suspension. All suspensions will require parent interviews with the administration before readmission.

ATTENDANCE POLICY

PROMOTING REGULAR ATTENDANCE

Creating a positive environment that promotes attendance is everyone's responsibility: administrators, teachers, support staff, students, parents, and members of the community.

Bell schedule:

8:50-9:54	period 1
9:57-11:01	period 2
11:04-11:19	Recess
11:22-12:26	period 3
12:30-13:24	lunch
13:27-14:27	period 4
14:30-15:30	period 5

DAY 8 (NO RECESS)

10:25-11:10	period 1
11:13-11:58	period 2
12:01-12:46	period 3
12:49-13:44	lunch
13:47-14:37	period 4
14:40-15:30	period 5

In order to manage students' attendance, we will:

- follow up every absence with a call home;
- give students attendance certificates at the end of every term;
- recognize excellent attendance every term in school-wide assemblies;
- allocate "House Points" for excellent attendance.

TYPES OF ABSENCES

All absences can either be classified as *justified* or *unjustified*. It is important for absences to be accurately documented in our records.

Justified absences are classified as such by the school (not by the parents) when a student is absent for a good reason:

- illness;
- appointment with a health professional;
- emergencies, or other unforeseeable events.

Unjustified absences are classified as such by the school when the absence is not considered reasonable. This includes but is not limited to:

- parents/ guardians keeping students home without cause;
- truancy/ lack of motivation to go to school;
- part-time work;
- inclement weather;
- babysitting other children.

Parents/ guardians should encourage their children to attend school regularly, especially if they are reluctant to do so. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

ABSENTEEISM

Serious absenteeism problems shall be defined as incorporating one or more of the following:

- A student who is absent for a period of five (5) or more consecutive days without a valid reason. (It is possible that the principal could still consider an absence to be invalid even if excused by a parent);
- A student who has had five (5) or more invalid absences in one month;
- A student with a repeated pattern (e.g. Fridays) of invalid absences;
- A student who has accumulated invalid absences equivalent to ten (10) percent or more of one school term.

ABSENCE PROCEDURE

When students have been absent, they must present, upon their return to school, a note to the secretary (a sample letter will be given to you in the “Attendance Policy”). The absence note must:

- be dated;
- indicate the student’s name and homeroom;
- indicate the exact date of the absence;
- supply a valid reason for the absence;
- indicate a phone number where a parent can be reached during the day;
- be signed by the parent

If a parent is unable to write the note in English, the note should be written in the parent’s language and be signed by the parent. The note must not be written by the student and signed by the parent. Students are required to bring notes to the school upon their return after every absence, even though the secretary has spoken with the parents on the day(s) on which they were absent. All such notes are kept on file. Students must accept full responsibility for work missed as a result of an absence.

For unjustified absences, the school is committed to taking the following actions to address the problem of absenteeism:

1. When a student has been absent for a total of two days (2 unjustified absences), and these absences have been deemed unjustified by administration, our student-parent animator will invite the parents/ guardian of the student to the school for a meeting. The purpose of this meeting is to elicit collaboration from parents/ guardians to find solutions to improve their child’s attendance.
2. If the student is absent again (3 unjustified absences in total), our student-parent animator will once again contact the parents/ guardian. A letter of school attendance will be remitted, in person, to the parents/ guardian during a home visit. The purpose of this visit is to coordinate a stronger plan of action that will include support strategies that can be implemented at home and at school.
3. If there are two more absences (5 unjustified absences in total), a second attendance letter of special notice will be sent to the parent/ guardian by registered mail. A copy of this letter will be sent to the school’s social worker, regional director, and to the director of student services.
4. If the student is absent two more times (7 unjustified absences in total), our student-parent animator will invite the parents/ guardian of the student to the school for a meeting to discuss the issue. This meeting will include our school’s social worker and a member of the administrative team.
5. On the tenth (10) unjustified absence, our student-parent animator will invite parents/ guardian second meeting, including the social worker and/ or a member of the administrative team. This will be the school’s final attempt to rectify the student’s attendance problem before involving the Department of Youth Protection.
6. If the student has a total of 15 unjustified absences, the school administration team in conjunction with the school’s social worker will have no choice but to signal the case to the Department of Youth Protection. If the student in question is no longer subject to compulsory school attendance as defined in the Quebec Education Act, the student will be asked to unregister from our school.

TELEPHONE NUMBERS

It is of utmost importance that the school be informed of any change in a student’s home phone numbers, not only for attendance purposes, but also in case of emergencies.

EARLY DISMISSALS

Parents are requested to arrange medical, dental, and other appointments for their children outside school hours, that is after 3:30 pm, or on pedagogical days.

Any dismissal before 3:30 pm must be requested by a note. The note must be brought to the office **before** 8:50 am and must:

1. be dated and give student's homeroom;
2. give a valid reason;
3. specify the time the student has to leave;
4. indicate a telephone number where the parent can be reached during the day;
5. be signed by a parent

An early dismissal slip will then be issued to the student at recess. This slip must be retained and shown on demand.

If this procedure is not followed, the student will not be granted an early dismissal.

No student may leave the school during class hours without permission from the administration.

Students who do not follow these procedures are considered truant and will face disciplinary sanctions including suspension.

LATES

Any student reporting to school after 8:50 am must obtain a late slip from the office. Students who are late will be required to serve a detention. Students are expected to serve their detention on the day that the infraction occurred. If a student has a valid reason for re-scheduling his/ her detention, arrangements must be made with administration **prior** to the scheduled detention. Additional action will be taken toward any student who is chronically late or does not report to the office upon arrival.

Students arriving between 8:50 am and 9:20 am will automatically be scheduled to serve a detention after school.

Students are also expected to be on time for their classes throughout the day. Detentions for being late will also be given to students who are late for classes following recess and lunch. Subject teachers will deal with students who are late for other classes during the day. Chronic cases will be referred to the administration.

TELEPHONE NUMBER FOR YOU OR SOMEONE YOU KNOW**EMERGENCY 911**

Montreal Sexual Assault Center (24 hours)	514-934-4504
Suicide - Action Montréal (24 hours)	514-723-4000
Face - Face (M - F, 9:00 - 17:00)	514-934-4546
Tel - jeunes (24 hours)	514-288-2266 / www.teljeunes.com
S.O.S Violence Conjugale	1-800-363-9010 or 873-9010
Gay / Lesbian support	514-989-4585 / www.p10.qc.ca
Kids Help phone	1-800-668-6868 / www.kidshelpphone.ca/en

HOSPITALS & HEALTH

Montreal Children's Hospital	514-412-4400 / www.thechildren.com/
Youth; Adolescent Clinic/Eating Disorders/Gynecology	514-412-4481
Lakeshore General Hospital	514-630-2225 / www.lgh.qc.ca
Jewish General Hospital	514-340-8222 / www.jgh.ca
Herzl Teenage Health Unit	514-340-8242
Info-santé-call your local C.S.S.S.	www.clscmetro.qc.ca
To determine your C.S.S.S.	514-931-1448
C.S.S.S. Montreal West/N.D.G.	514-485-1670; Metro 514-934-0354
West Island	514-697-4110 (C.S.S.S. Lac St-Louis)

DRUGS & ALCOHOL

Drug Help & Referral Line	514-527-2626 / www.parlonsdrogues.com www.drinkingfacts.ca/English
Foster Pavillon	514-486-1304 / www.douglasrecherche.qc.ca
Al - Ateen	514-866-9803 / www.al-anon-alateen-qc.ca
Al - Anon	514-866-9803 / www.al-anon-alateen-qc.ca
Alcoholics' Anonymous	514-376-9230 / www.alcoholics-anonymous.org
Cocaine Anonymous	514-527-9999 / www.cocainomanes-anonymes.org/mainen.html
Narcotics Anonymous	514-249-0555 / www.naquebec.org/contactseng.htm
Portage (Drugs and Alcohol)	514-694-9894

GAMBLING

Foster Pavilion	514-486-1304 / www.douglasrecherche.qc.ca
McGill University	514-398-1391 / www.mcgill.ca/edu-ecp/research/gambling
C.S.S.S. LaSalle	514-364-2572 #2269
Gambling Health Referral Center	514-527-0140 / www.camh.net

OTHERS

Head and Hands (legal, social, medical, tutors)	514-481-0277 / www.headandhands.ca
N.D.G. Black Community - Youth	514-481-3598
Sun Youth	514-842-6822 / www.sunyouthorg.com
Information and Referral Centre of Greater Montreal	514-527-1375 www.info-reference.qc.ca/index_a.html

LEGAL

Legal Aid (Youth Section)	514-864-9833
McGill University Legal Information Clinic	514-398-6792