



Villa Maria Rules and Regulations 2022-2023

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I. GENERAL INFORMATION

COMMUNICATION

We encourage parents and guardians to empower their child to resolve, with their teachers, any issues that may arise throughout the year (e.g. late work, missed tests, incomplete homework, etc.). Parents and guardians must encourage them to make an appointment with the teacher (via email) to discuss the matter. This first step will make it possible to resolve the situation and reinforce the student's autonomy. If the situation is not resolved, parents and guardians must encourage their child to speak to his/her/their Assistant Director. The goal is always to promote open and constructive dialogue.

Parents: All parents must check the [COBA Portal](#) regularly to view their child's progress. This is the primary form of initial communication between teachers and parents. Additionally, it is your responsibility to read the notifications and emails that are sent in relation to academic and/or behaviour interventions with your child.

Teachers: You can communicate with the teachers by email. All teachers will provide, in their course outline, information on the means used to communicate with them. Marks posted on the Portal are a vital form of communication with parents.

Administration: Generally, Administration communicates with parents and guardians via email. In addition, weekly messages as well as AD's Memos are posted on each Fridays in the

Parents' Corner on CANVAS.

Administrative Assistant: Please contact the administrative assistant to the Assistant Directors if you need to have an item or urgent message delivered to your child.

Reception: Personnel will be at reception from 7:30 am to 3:30 pm.

sec. 1 -2	Sabrine Belhachmi	extension 3233
sec. 3-4-5	Jacinthe Laporte	extension 3239

PORTAL – IMPORTANT DETAILS

- ✓ The Portal can be accessed directly from the school's website at <http://www.villamaria.qc.ca/en/>. Click on *Portal*.
- ✓ New parents/guardians and students (Secondary 1 and new transfer students) have received their Portal usernames and passwords by email. Please note that parents and students each have their own portal with a different access code.
- ✓ These codes carry over from year to year so if you have misplaced or forgotten these details, please follow user code/password recovery instructions outlined on your Portal's main page.

<i>Find it on the COBA Portal</i>	<i>Find it on Parents' Corner on CANVAS</i>
<ul style="list-style-type: none">• Student marks posted by each teacher• Report cards• Teacher intervention notices• Demerit follow up• Activities, Extra-Credits and Sports Registration	<ul style="list-style-type: none">• School calendars• Weekly Updates from the AD's• Letters from Administration• Sports, Activities & Student Life• Student Services• Additional Support and Tutoring• Distinction Program (Extra-Credits)• Parent Associations (APVM and PTA)

TAKING ATTENDANCE

- Attendance in class is mandatory.
- Attendance at school activities and events is mandatory.
- **In case of absence, tardiness or early departure, parents or guardians (only) must**
 - **report the absence via "Report an Absence" on the [portal](#) or;**
 - **contact the student supervisors by phone at 514 484-4950, ext. 1639, BEFORE 8:00 a.m.**
 - report each half-day of absence the day before or the morning of the absence.
 - indicate their child's full name and group in all voice or written communications.

N.B.

- Unless there is an emergency or illness, no early departure will be allowed after 8:30 a.m.
- Early departures are not permitted during plays, concerts or other special events taking place during school hours. In such cases, the student will leave before the activity begins.

CLASS SCHEDULE Cycle One (Secondary 1 et 2)

Students must be in class by 8:05 a.m. Failure to do so will result in students being considered late.

8 : 05 - 9 : 05 AM	PERIOD 1
9 : 20 - 10 : 20 AM	PERIOD 2
10 : 35 - 11 : 35 AM	PERIOD 3
11 : 35 AM - 12 : 50 PM	LUNCH – PERIOD 4
12 : 50 - 1 : 50 PM	PERIOD 5
2 : 00 - 3 : 00 PM	PERIOD 6
3 : 10 - 4 : 10 PM	EXTRA CREDIT COURSE – PERIOD 7

CLASS SCHEDULE Cycle Two (Secondary 3, 4 et 5)

Students must be in class by 8:05 a.m. Failure to do so will result in students being considered late.

8 : 05 - 9 : 05 AM	PERIOD 1
9 : 20 - 10 : 20 AM	PERIOD 2
10 : 35 - 11 : 35 AM	PERIOD 3
11 : 45 AM - 12 : 45 PM	PERIOD 4
12 : 45 - 2 : 00 PM	LUNCH – PERIOD 5
2 : 00 - 3 : 00 PM	PERIOD 6
3 : 10 - 4 : 10 PM	EXTRA CREDIT COURSE – PERIOD 7

SCHOOL HOURS

The school is open Monday through Friday from 7:00 am to 4:30 pm

- Between 7:00 a.m. and 7:40 a.m., students must go to the cafeteria.
- From 4:15 pm, students must go to the lobby of the sports complex. Loitering is strictly prohibited (hallways, classrooms, etc.) outside of school hours.
- Lockers are closed at 4:30 p.m.

EMERGENCY SCHOOL CLOSINGS - WEATHER RELATED

School closings can be confirmed in priority on the school's website at <https://www.villamaria.qc.ca/en/my-villa/stormwatch>. A pop-up window appears automatically on the home page. The school will also notify the following media outlets: TVA Salut Bonjour, Cogeco Media: 98.5 FM, 96.9 FM, 92.5 FM, 730 AM, 105.7 FM, CTV News Montreal and Canada, Bell Media: 107.3 FM, 94.3 FM, CJAD 800, Astral, CHOM & Virgin Radio, Radio-Canada 95.1 FM, CBC Radio 88.5 FM.

PARENT-TEACHER ASSOCIATION (PTA) & ASSOCIATION DE PARENTS DE VILLA MARIA (APVM)

The Parent-Teacher Association (PTA) meets to discuss school life and their involvement in activities they wish to support. The Association sponsors various school events and outings. For more information go to the [Parents Associations](#) page on CANVAS.

VILLA MARIA MOTHERS & FATHERS' GUILD

An association of volunteer parents of English Sector students, the Villa Maria Mothers & Fathers' Guild supports multiple school activities and fundraisers. Funds raised go toward prizes and bursaries for students. For more information go to the [Parents Associations](#) page on CANVAS.

STUDENT COUNCIL

The Villa Maria Student Council is composed of the executive, eight (8) students elected by the student body from the two linguistic sectors of the school. Council members are elected by the students in each class at the end of the school year for the following year, with the exception of the Secondary 1 students who will be elected upon their arrival in September.

These students promote the spirit and pride of Villa Maria to the students of Villa Maria. They have the opportunity to develop their leadership and organizational skills throughout the school year in a wide range of activities (fundraising, welcoming newcomers and more).

II. ACADEMICS

PROMOTION POLICY

- Core subjects for the first cycle: French, Mathematic and English
- Core subjects for the second cycle: French, Mathematics, English, Science and History
- Non-readmission to the following year is contingent upon:
 - 3 failures including one in a core subject AND
 - an overall average of less than 70%.
- OR
- 2 failures in core subjects AND
- an overall average of less than 70%
- A Secondary 4 student must have passed all the Ministry exams (mathematics, science and technology and history and citizenship). The MEQ transcript (issued in July) confirms the final verdict of success for the course. A student who fails a subject with a ministerial sanction must pass the July retest in order to be readmitted.
- Students with less than 60% in a core subject MUST enroll in a summer course or take 20 hours of tutoring, if the summer course is not offered.
 - Cycle 1: Core subjects: Math, French and English
 - Cycle 2: Core subjects: Math, French, English, Science and History
 - A student who does not meet the above criteria (summer course or tutoring) is subject to non-admission for the following year.
- All placements and a student's continued place in these placements are determined by academic achievement and teacher recommendations. These placements are based on the final report card scores for the respective school year and available space.

CERTIFICATION POLICY

The Quebec Ministry of Education (MEQ) awards a Secondary School Diploma to students earning at least 54 credits at the Secondary 4 and 5 levels. At least 20 of those credits must have been earned in Secondary 5, in addition to:

- 6 credits in language of instruction (Secondary 5)
- 4 credits in French as a second language (Secondary 5)

- 4 credits in Mathematics (Secondary 4)
- 4 credits in Science & Technology (Secondary 4)
- 4 credits in History & Citizenship Education (Secondary 4)
- 2 credits in Arts (Secondary 4)
- 2 credits in Ethics or Religious Culture or Physical Education & Health (Secondary 5)

NOTE: CEGEPs may have additional requirements depending on the program selected.

REPORT CARDS *(subject to change depending on government pandemic guidelines)*

Normally, students receive three report cards and one communication per school year (October, November, February and June). Parents/Guardians are invited to meet with the teachers twice a year following the November and February report cards. They are also encouraged to contact the teacher to discuss any concerns throughout the year and to follow up with Administration if they see that their child is encountering difficulty in any subject.

EVALUATIONS/TESTS/EXAMINATIONS

The school calendar is published before the beginning of the school year. No absences are permitted during the formal exam session. All students are required to be present on the dates and times of each evaluation or exam period shown on the school calendar. Parents/guardians must plan family vacations accordingly.

In-Class Evaluations Motivated Absences	In-Class Evaluations Non-Motivated Absences	Formal Evaluation Session Motivated Absences	Formal Evaluation Session Non-Motivated Absences
<ul style="list-style-type: none"> • Students who submit a medical documentation to validate their absence will have the possibility of retaking their test <u>or</u> having their mark re-weighted by their teacher. • The retake evaluation will take place the following Friday at 3:10 pm. • A student who fails to meet the requirements of a retake exam will receive a mark of 0. 	<ul style="list-style-type: none"> • Students who miss a major exam without a valid, documented reason CAN'T retake the evaluation 	<ul style="list-style-type: none"> • Students who miss a major exam MUST present a medical note or official documentation justifying the absence. • Failure to present a medical note justifying the absence will result in a mark of 0 on the missed exam. • Depending on the nature of the exam, the student who has a motivated and documented absence may either retake the exam <u>or</u> have his/her/their mark re-weighted. 	<ul style="list-style-type: none"> • Failure to submit a medical certificate or official documentation justifying his/her/their absence will result in a mark of 0 on the exam.
Motivated Absences - Examples: <ul style="list-style-type: none"> • Illness • Medical appointment • Death in the family • Sports competition <i>*Documentation must be provided.</i>	Non-Motivated Absences - Examples: <ul style="list-style-type: none"> • Lateness • No valid reason • Travel • Vacation 	Motivated Absences - Examples: <ul style="list-style-type: none"> • Serious illness or accident • Death in the family • Court appearance <i>*Documentation must be provided. Contact the assistant director as needed.</i>	Non-Motivated Absences - Examples: <ul style="list-style-type: none"> • Lateness • No valid reason • Travel • Vacation

HOMEWORK

Homework refers to all assigned work to be performed out of class (written assignments, projects and study).

Homework:

- confirms understanding of lessons and reinforces acquired skills
- develops a strong work ethic, organizational skills and a sense of responsibility

Assignments, projects and evaluations are entered in the student's electronic agenda by teachers or by the student. As for regular homework, teachers may decide to ask students to enter their homework by themselves in Studyo. Parents/Guardians should routinely verify its contents and communicate with teachers by email if needed. Parents/Guardians should encourage the development of good study habits by checking their child's e-Agenda every evening. Students submitting incomplete homework will be subject to sanctions.

AVAILABILITY

In order to support students and ensure their success, teachers offer periods of availability to assist students for 90 minutes per cycle. A teacher availability chart can be found on the Canvas Parent Corner page. Students can attend these Availability sessions on a voluntary basis or at the recommendation of their teacher or the Administration.

EXTRA-CREDIT COURSES / DISTINCTION PROGRAM

To be eligible to graduate with Distinction within the Extra-Credit Course Distinction Program, a student must:

- take 3 extra-credit courses
- maintain a minimum overall average of 80% each year during which they take an extra-credit course
- obtain a minimum of 70% in each extra-credit course

Attendance at extra-credit courses is mandatory. Except for emergencies, after 3 consecutive absences from an extra-credit course after the permitted withdrawal date will result in a withdrawal from the course and a failing grade on the student's record. Your child's registration will be cancelled and registration fees will not be reimbursed.

GRADUATION

Villa Maria honours its graduates at a ceremony held in June. Students at risk of failing a core subject or not meeting Villa Maria standards can be excluded from the event.

EXEMPTION FROM PHYSICAL EDUCATION

Long-term exemption: The assistant director will analyze the medical certificate in order to authorize the duration of the exemption as well as the evaluation modalities which will have to be adapted in the context.

Single-class exemption: In any situation where the student is indisposed to attend physical education class, he/she must still attend his/her education class in order to benefit from the teacher's instruction. The physical education teacher will authorize an exemption from the student's participation in the planned activities upon receipt of a note from the parent or guardian. The student must remain in the gym for the duration of the class.

III. STUDENT LIFE

ACTIVITIES

A variety of athletic, cultural, artistic and social activities are available to students. The school is a member of the Quebec Association of Independent Schools (QAIS), the Greater Montreal Athletic Association (GMAA) and the Réseau du sport étudiant du Québec (RSEQ). In general, students participate in these activities outside regular class times. Should one of these activities interfere with class time, the student is responsible for making up the missed work. Scheduled evaluations take precedence over other activities.

ASSEMBLY

The English sector meets monthly to share information (rules and regulations, student life activities, etc.) , celebrate student achievements and promote events.

ACTIVITIES – OUTSIDE REGULAR SCHOOL HOURS

Please note that the Villa Maria code of conduct and rules apply when a student participates in school activities outside of regular school hours not supervised by school personnel.

ACTIVITIES - WITHIN REGULAR SCHOOL HOURS

Whenever an activity is planned during regular school hours, the parent/guardian will receive a notification from Villa Maria. Should they have any questions regarding this activity, they can contact the activity organizer. Students are responsible for making up and completing any work missed due to early dismissal for a school activity held during school hours.

IV. CODE OF CONDUCT

Being part of Villa Maria means respecting yourself, others and the environment. Students are expected to act in a manner that respects the rights and freedom of others. Throughout the school year, the school reserves the right to withdraw certain privileges from students who do not abide by these rules of life. Consequences will be given according to the severity of the actions.

SCHOOL UNIFORM

At Villa Maria, each student becomes a part of the long and storied history of this 168 year-old institution. The uniform is an outward symbol of their pride and place in that history.

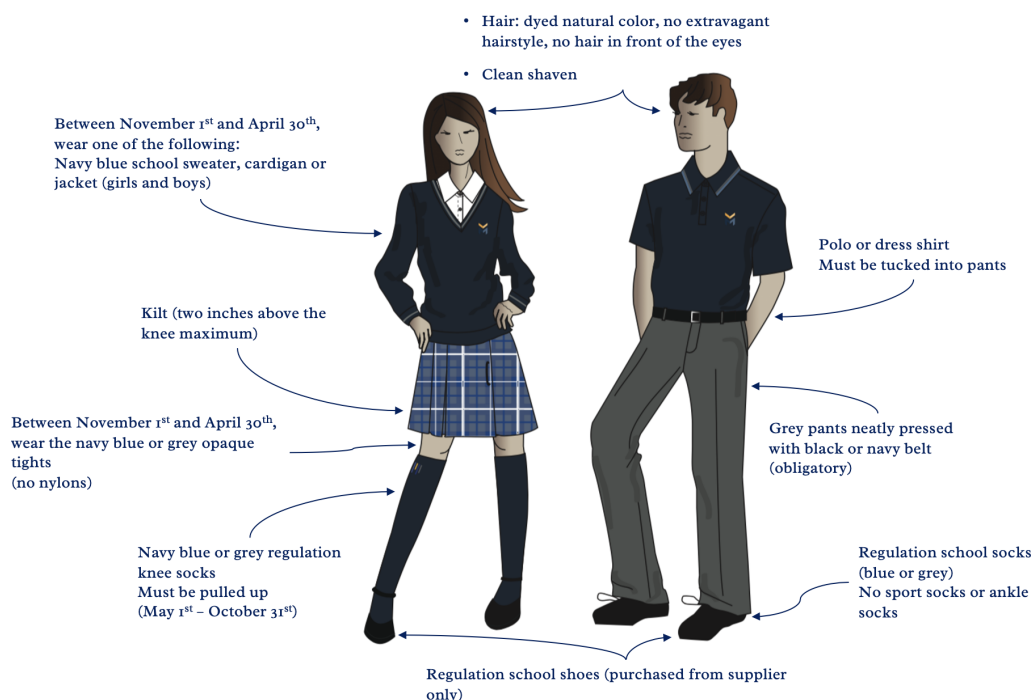
- The wearing of uniforms is an important symbol of pride and belonging to Villa Maria College.
- Each uniform must be identified with the student's full name.
- Students with non-conforming uniforms and shoes may be sent home to correct the situation. The parent will be notified when the situation cannot be corrected at school and the student must go home.
- Consequences are given based on the number of dress code violations, demerits will be added to the record based on the recurrence and severity of the violations.

Only items purchased from Unimage are accepted, with the exception of socks and shoes.

For specific details regarding uniform and personal appearance, please refer to the chart below and the image.

Winter Dress Code (from November 1st to April 30th)	
TOPS	BOTTOMS
<p>MANDATORY: One of the following items to choose from:</p> <ul style="list-style-type: none">• Short sleeve polo shirt• Long sleeve polo shirt• Dress shirt <p>OPTIONAL ITEMS:</p> <ul style="list-style-type: none">• sweater• cardigan• shawl collar sweater• Cotton sweatshirt with crew neck (winter uniform only)• School tie	<p>MANDATORY: Your choice of one of the following combinations:</p> <ul style="list-style-type: none">• grey pants, resting on the hips• black or navy belt• regulation school socks (long/grey or navy blue) with pants<ul style="list-style-type: none">◦ no sports socks or sockettes <p>or</p> <ul style="list-style-type: none">• skirt (maximum 10 cm above the knee and not rolled up at the waist)• navy blue or grey opaque tights with skirt<ul style="list-style-type: none">◦ no sport socks or sockettes◦ no ankle socks

<p>The grey and blue hoodie sweater from the Unimage collection only is allowed in class and in physical education during winter.</p>	<p>Torn and perforated tights will not be tolerated. In such cases, a new pair of tights will be given to the student and the cost of the tights will be charged to the parents on their financial statement.</p> <p>Students must wear plain all-black shoes with black soles. No ankle height shoes or booties are allowed.</p>
<p align="center">Back to School and Summer Dress Code (from May 1st to October 30th)</p>	
<p align="center">TOPS</p>	<p align="center">BOTTOMS</p>
<p>IDEM</p> <p>The Villa Maria collection hoodie sweater is allowed in the physical education class ONLY during the summer.</p>	<p>IDEM</p> <p>Gray Bermuda shorts or skirt may be worn with regulation $\frac{3}{4}$ or ankle socks (gray or navy blue). Sport socks or ankle socks are not allowed.</p>
<p align="center">Varia</p>	
<p>Villa Maria Physical Education Uniform</p> <ul style="list-style-type: none"> • Cross-Training multi-sport running shoes with non-marking soles • Sports socks • Unimage T-shirt, shorts or sport pants • Villa Maria hoodie shirt (non-mandatory) <p>Lab coat and safety glasses</p> <ul style="list-style-type: none"> • Mandatory for all classes held in the lab. <p>The dress code is mandatory for Pedagogical Days and after school activities on school premises.</p>	<p>Personal Grooming and presentation</p> <ul style="list-style-type: none"> • Discrete jewelry • Nail length and appearance must be safe for laboratory and physical education activities • General neatness, no holes or tears in clothing • Simple and neat hairstyle



SYSTEM FOR REINFORCING EXPECTED BEHAVIORS

With the objective of promoting and maintaining a respectful and educational environment, Villa Maria has created a system to reinforce expected behaviors. Positive behavior is rewarded and any violation of school rules may result in one or more demerits being placed on the student's record. Students are given a grace period until the end of the first 9-day cycle in September. Therefore, during this period, they will receive warnings and feedback regarding school rules, but demerit points will not be recorded.

BEHAVIORAL APPRECIATION

This year, a behavioural recognition system will be implemented to highlight students' good behaviour. In fact, a point system will allow classes to obtain privileges when a student's good behavior is observed by members of the community. Respect, perseverance and surpassing oneself are the three privileged values in our school and we will acknowledge all the students who will honor these values.

DEMERIT POINTS

The school administration reserves the right to apply disciplinary sanctions (demerits, remedial action, suspensions and expulsions), based on professional judgment, for infractions not listed here. The school administration also reserves the right to modify the consequences listed here based on the severity and circumstances surrounding the offense, which may include conditional readmission or expulsion.

The following is a list of the behaviors and the demerit points assigned :

Ipad

This is a pedagogical tool that can only be used when the teacher gives instructions. Students can also consult it during breaks.

Description	Nb. points
Ipad - Unauthorized use of iPad	1
Ipad - Non conforming iPad configuration	2

Cell Phones

Students can only use their cell phones in the locker area At lunch, it is allowed in the cafeteria and in the chapel. If students carry their phone with them, it must be in silent mode, in the backpack, out of sight.

Description	Nb. points
Cell Phone 1st time - 1 day confiscation	0
Cell Phone 2nd time - 2 consecutive days confiscation	2
Cell Phone 3rd time - 5 consecutive days confiscation	4

Circulation

Description	Nb. points
No running - yelling in the school	1
Access forbidden - No passing through unauthorized areas	2
Elevator - No taking of elevator without a pass	1

Lunch

Description	Nb. points
Cafeteria - Failure to listen to instructions	1
Cafeteria - Littering of food or garbage	2
Cafeteria - Students not allowed to leave property	3
Cafeteria - Littering	2

Alcohol and Drugs (including *Wax Pen*)

The consumption, possession, and/or trafficking of drugs and/or alcohol on school grounds, during class trips and/or school activities is strictly forbidden. Similarly, the possession of any drug, drug residue or alcohol/drug-related paraphernalia is strictly prohibited. A student who comes to school in an inebriated state or under the influence of drugs will also be subject to the sanctions outlined above.

Description	Nb. points
Alcohol / Drugs - Consumption	15
Alcohol / Drugs - Possession	10

Smoking/Vaping

In compliance with the Tobacco Act, smoking or vaping in the school and on school grounds is prohibited. Similarly, the possession, distribution, or sale of any smoking or vaping-related paraphernalia is strictly prohibited in the school, on school grounds, on school trips or other activities organized by Villa Maria. Consequences will be given at the discretion of the Assistant director.

Description	Nb. points
Smoking or vaping on school grounds and in the school	5

Behavior

Description	Nb. points
Impolite, rude or vulgar language towards an adult	2 or 5
Use of vulgar language amongst peers	2 or 5
Refusing to obey/collaborate with an adult's instruction	3
Leave class ahead of time without permission	2
Vandalism / mischiefs	5, 10 or 15
Letting an unauthorized visitor in	5
Sitting on desks, tables or standing on chairs.	1
Lying to a staff member	2 or 5
Devoir - incomplete or not done	1
Forgotten material - Missing lab glasses or lab coat	1
Forgotten material - (e.g.: phys. ed. uniform, textbook, musical instrument, IPAD ...)	1
Library - Late book return	1

Library - Intervention	0 or 1
Detention - Did not show up despite being summoned	1

Skiping Classes

An unsubstantiated absence from any class, including 1st period, is forbidden. Consequences will be given at the discretion of the Assistant director. The student will be required to make up the time in detention the same day. The student is also responsible for making up any missed classes.

Fraud and use of forgeries

Forging the signature of a parent, guardian, teacher, member of the Administration or another student is prohibited.

Description	Nb. points
Fraud - Falsification of a signature, document, image	5 or 15

Bullying / Harassment / Violence / Discrimination

Bullying, harassment and violence of a physical, verbal or psychological nature are prohibited, as well as any form of discrimination, as stipulated in Villa Maria's Bullying and Violence Prevention and Intervention Plan (see [Safe school policy](#))

Description	Nb. points
Bullying / harassment / violence / Discrimination	15

Plagiarism and cheating

Plagiarizing is copying the work of a peer, using the work of a peer, stealing the ideas of another (author, website, not citing sources, etc.), whether intentional or not.

- **First offence:**
 - Score of 0% with retake (max of 60%). Method of retake at teacher's discretion (full retake, alternative assessment, etc.)
 - Demerits in COBA (5 pts)
 - Communication with parent by teacher (email or call)
- **Second Offence:**
 - Score of 0% with no opportunity for retake
 - Demerits in COBA (10 pts)
 - Communication with the parent by the teacher (email or call)
 - Meeting with the director
- **Third offence:**
 - Sanction at the judgment of the director which may range from non-re-admission to expulsion.

Cheating is obtaining unauthorized assistance (peer assistance, unauthorized materials, cell phone/smartwatch, etc.) on assessments, assignments or exams.

Description	Nb. points
Cheating - copied work / cell phone / smart watch ...	5 or 10

Protection of Personal Information - Social Media

Rules and expectations on this topic are outlined in the *Villa Maria Technology Use Policy for Students*. Students are not allowed to take a photograph, video or audio recording of a student or staff member without their consent. The posting, reposting, sharing or publication of messages, images, photographs, videos or audio recordings regarding the school, students or staff through social media or public communication platforms (e.g. Internet, Facebook, Twitter, Instagram, Snapchat, text messages, etc.) is prohibited without the permission of the people involved. Public discussion on any social media platform

that is detrimental to the reputation of a student, staff member or the school is strictly prohibited.

Description	Nb. points
Violation of Social Media - Personal Information	15

School Security

Unauthorized use of the following is strictly forbidden: fire alarms, fire extinguishers, school phones for the use of staff in classrooms or hallways, or any other equipment that could jeopardize the safety of students. Unnecessarily using an emergency exit is prohibited. Consequences will be given at the discretion of the Assistant director.

Vandalism

Any student(s) guilty of defacing or damaging school property or other people's personal property will receive a sanction commensurate with the offence and will be required to pay for the damages incurred and/or engage in restorative justice. Consequences will be given at the discretion of the Assistant director.

Stealing

Any student guilty of stealing will be required to return the stolen property and/or make restitution equal to the value of the stolen good(s). Consequences will be given at the discretion of the Assistant director.

Description	Nb. points
Stealing	15

CONSEQUENCES RELATED TO DEMERIT POINTS

10 DEMERITS:

- The parents or guardians of a student are informed by e-mail as soon as a student has reached 5 demerit points.
- At the 10-demerit mark, the student will serve one-hour after-school detention or during lunchtime.

15 DEMERITS:

- The accumulation of 15 demerits will result in a half-day, morning, in-school suspension on a Pedagogical Day.
- Return to school will occur only after a discussion between the school Administration, the student and his/her/their parent(s)/guardian(s).

20 DEMERITS:

- The accumulation of 20 demerits will result in a full, one-day in-school suspension on a Pedagogical Day.
- Return to school will occur only after a meeting between the school Administration, the student and his/her/their parent(s)/guardian(s).

25 DEMERITS:

- The accumulation of 25 demerits will result in a one-day suspension.
- Re-admission to the school will occur only after a meeting between the school Administration, the student and his/her/their parent(s)/guardian(s).
- The accumulation of 25 demerits in any school year makes the student subject to non-admission the following year.

30 DEMERITS:

- The accumulation of 30 demerits in any school year will result in a two-day suspension
- The immediate consequence will be determined by the Educational Services team and communicated to the parents and student directly.

V. VARIA

POSTING OF NOTICES

Before being posted or distributed in classes, all posters, notices or documents must be signed by an Assistant Director. Students who post notices are responsible for their removal.

FOOD AND BEVERAGES

Only reusable water bottles may be used in class. Water fountains are available for refilling reusable water bottles. Sweet drinks, soft drinks, coffee, tea, energy and caffeinated drinks are prohibited at all times.

STUDENT ID CARD

Every student must have his student ID card in his possession as it can be requested at any time. In the event of loss, a replacement ID card will be issued with a replacement fee.

LOST AND FOUND

The school is not responsible for lost or stolen objects. However, it provides students with a lock for their locker at the beginning of the school year. It is important that they keep that lock every year at Villa Maria. Students are expected to keep their lockers locked at all times to ensure the security of their personal effects in their assigned locker. For physical education classes, students are responsible for providing their own lock. They must lock their locker in the gym locker rooms.

There are two “lost and found” drop-off points:

- Locker room (office of student supervisors)
- Multimedia (iPads only)

SALE OF ITEMS IN THE SCHOOL

The sale of items in the school (e.g. chocolate bars, raffle tickets) must be authorized by a member of Educational Services (Assistant Director).

LOCKER ROOM

The supervisors' main station is located in the locker room. This is where lost items and student movement slips for early or late departures are issued.

CONTACT INFORMATION

Ms. Sabine Belhachmi Assistant to the Assistant Director belhachmis@villamaria.qc.ca 514 484-4950, poste 3233	
Secondary 1	Secondary 2
Ms. Rebecca Pearce Assistant Director of Educational Services pearcer@villamaria.qc.ca	Ms. Elizabeth Noury Assistant Director of Educational Services nourye@villamaria.qc.ca

<p>Ms. Jacinthe Laporte Assistant to the Assistant Director laportej@villamaria.qc.ca 514 484-4950, extension 3239</p>		
Secondary 3	Secondary 4	Secondary 5
<p>Ms. Véronique Plante-Riou Assistant Director of Educational Services plante-riouv@villamaria.qc.ca</p>	<p>Ms. Françoise Dubuc Assistant Director of Educational Services dubucf@villamaria.qc.ca</p>	<p>Ms. Annie Lestage Assistant Director of Educational Services lestagea@villamaria.qc.ca</p>