

Rules and Regulations

2024-2025

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I. GENERAL INFORMATION

COMMUNICATION

We encourage parents and guardians to empower their children 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/Guardians: All parents and guardians must check the [COBA Portal](#) regularly to view their child's progress.

This is the primary form of 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 teachers via the COBA Portal. Marks posted on the Portal are considered a form of communication with parents. Parents and guardians are also encouraged to contact teachers to discuss any concerns they may have. They can also contact the grade-level administration if their child is experiencing difficulties in more than one subject.

Administration: Generally, the Administration communicates with parents and guardians via the COBA Portal. In addition, weekly messages, as well as AD's Memos, are posted each Friday 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.

Sec. 1-2	Saran Berthé	extension 3233
Sec. 3-4-5	Jacinthe Laporte	extension 3239

Reception: Reception is open from 7:30 a.m. to 3:30 p.m.

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 different access codes.
- ✓ These codes carry over from year to year so if you have misplaced or forgotten these details, please follow the username/password recovery instructions outlined on your Portal's main page.

On the COBA Portal	On the Parents' Corner on CANVAS
<ul style="list-style-type: none">● Student marks (posted by each teacher)● Report cards● Teacher intervention comments● Demerit follow-up	<ul style="list-style-type: none">● School calendars● Weekly Updates from the ADs● Communications from Administration● Sports, Activities & Student Life

- Activities, Extra-Credits and Sports Registration

- 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 by clicking on "Report an Absence" on the portal.**
 - report each period of absence.
 - Please note that if a student is marked absent then it is understood that they are not present in the school building.
 - **report tardiness or early dismissal by contacting the school monitors at 514 484-4950, ext. 1633.**
 - report a half-day of absence the day before or the morning of the absence.
 - indicate their child's full name and group in all verbal or written communications.

N.B.

- Early dismissals must be reported before 8:30 a.m.
- After 8:30 a.m., no early dismissal allowed unless there is an emergency or illness.
- Early dismissals 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 and 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
9:15 - 10:15 AM	PERIOD 2
10:30 - 11:30 AM	PERIOD 3
11:40 AM - 12:40 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 and 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
9:15 - 10:15 AM	PERIOD 2
10:30 - 11:30 AM	PERIOD 3
11:40 AM - 12:40 PM	PERIOD 4
12:50 - 1:50 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 a.m. to 4:30 p.m.

- Between 7:00 a.m. and 7:40 a.m., students must go to the cafeteria.
- From 4:15 p.m., 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 CLOSURES - WEATHER RELATED

School closings can be confirmed on the school's website at <https://villamaria.qc.ca/en/stormwatch/>. Follow the updates on that page.

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 eight (8) students elected by the student body from both 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 student-leaders promote the spirit and pride of Villa Maria to their fellow students. 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

RULES AND CONDITIONS FOR STUDENT PROMOTION AT VILLA MARIA AND COMPLETION OF HIGH SCHOOL STUDIES

Cycle 1
(Secondary 1 and 2)

Conditions for Student Promotion

Cycle 1 students at Villa Maria continue their education to a higher grade level and/or in Cycle 2 at Villa Maria if they meet the conditions for academic success defined by the school.

Core Subjects	The core subjects in Cycle 1 are English (language of instruction), French (second language) and Mathematics.
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Conditions under which a student is NOT promoted:

At the end of the school year, if a student,

- fails three (3) subjects, including at least one core subject, and has an overall average of less than 70%, this will result in departure with **no possibility of re-admission**;

OR

- fails two core subjects and has an overall average of less than 70%, this will result in departure with **no possibility of re-admission**;

OR

- fails three non-core subjects and has an overall average of less than 70%, he/she can continue at Villa Maria with a conditional readmission contract.

Summer School:

- For a core subject in which a student receives a failing mark, the student must pass a summer course to be readmitted to Villa Maria for the following school year.
- If and only if a summer school course is not offered for the subject in which a student received a failing mark, proof of a minimum of 20 hours of tutoring by an organisation recognised by Villa Maria will be required.

Secondary 3

Conditions for Student Promotion

Secondary 3 students continue their education at Villa Maria if they meet the conditions for academic success defined by the school.

Core Subject	The core subjects for Secondary 3 are English (language of instruction), French (second language), Mathematics, Science and Technology and History of Quebec and Canada.
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Conditions under which a student is NOT promoted:

At the end of the school year, if a student,

- fails three (3) subjects, including at least one core subject, and has an overall average of less than 70%, this will result in departure with **no possibility of re-admission**;

OR

- fails two core subjects and has an overall average of less than 70%, this will result in departure with **no possibility of readmission**.

Summer School:

- For a core subject in which a student receives a failing mark, the student must pass a summer course to be readmitted to Villa Maria for the following school year.
- If a summer course is not offered for the subject in which a student received a failing mark, proof of a minimum of 20 hours of tutoring by an organisation recognised by Villa Maria will be required.
- If a student fails the *History of Quebec and Canada* or *Science and Technology* courses, and if and only if a summer school course is not offered for the failed subject, he or she must complete 20 hours of tutoring through an organisation recognized by Villa Maria.

Secondary 4

Conditions for Student Promotion

Secondary 4 students continue their education at Villa Maria if they meet the conditions for academic success defined by the school.

Core Subjects

The core subjects for Secondary 4 are English Language Arts, French (second language), Mathematics, Science and Technology and History of Quebec and Canada.

In addition to passing **English Language Arts** and **French as a Second Language**, Secondary 4 students must pass all the subjects in which a ministerial exam is required, i.e. **Mathematics, Science and Technology, History of Quebec and Canada**, as well as their **art course option**.

The Quebec Ministry of Education's *Record of Achievement in Secondary School*, published in July 2023, provides the final verdict on whether a student achieves success in a course.

Situations that hinder a student's academic progress at Villa Maria towards Secondary 5:

At the end of the school year, if a student,

- fails three (3) subjects, including at least one core subject, and has an overall average of less than 70%, this will result in departure with **no possibility of re-admission**;
- OR
- fails two core subjects and has an overall average of less than 70%, this will result in departure with **no possibility of readmission**.

Summer School:

- For a core subject in which a student receives a failing mark, the student must pass a summer course to be readmitted to Villa Maria for the following school year.
- A student who fails a subject, for which a ministerial exam is required, must pass the July retest, failing which he/she/they cannot be readmitted to the school.

Secondary 5

Requirements for the Secondary School Diploma (SSD)

To obtain their high school diploma, Secondary 5 students must achieve:

- A minimum of 54 Secondary 4 and 5 credits, including at least 20 recognised Secondary 5 credits;
- A passing grade for the following subjects:
 - Secondary 5 English Language Arts
 - Secondary 4 Mathematics
 - Secondary 5 French as a Second Language
 - Secondary 4 Science and Technology
 - Secondary 4 History of Quebec and Canada
 - Secondary 4 Art Option
 - Secondary 5 Quebec Citizenship and Culture (QCC) OR Physical Education

The MEQ *Record of Achievement in Secondary School* confirms the successful completion of the course.

Note: Some CEGEPs may have additional requirements depending on the program.

REPORT CARDS (subject to change depending on government guidelines)

Normally, students receive three report cards and one interim report card 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 the school administration if they see that their child is encountering difficulty in any subject.

In secondary 4 and 5, only the *Record of Achievement in Secondary School* published by the M EQ at the beginning of July confirms whether the student achieved a successful result in the subjects.

EVALUATIONS/TESTS/EXAMINATIONS

- The [school calendar](#) is published before the beginning of the school year.
- No absences are permitted during the formal examination 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		Formal Evaluation Session	
Excused Absences	Unexcused Absences	Excused Absences	Unexcused Absences
<ul style="list-style-type: none"> ● The retake evaluation will take place the following Thursday at 3:10 p.m. ● Special measures will be put in place by the school administration in the case of recurring absences and/or trips taken during the school year. ● In the case of 	<ul style="list-style-type: none"> ● Students who miss a major evaluation without a valid reason will be required to do a retake of the evaluation. The grade-level administration will put in place any special measures in exceptional cases. 	<ul style="list-style-type: none"> ● Students who are absent for a formal examination must present a document justifying their absence. ● Depending on the nature of the exam, the student will either retake the exam or have the weight of his or her grades adjusted. 	<ul style="list-style-type: none"> ● Depending on the nature of the exam, students may be able to retake the exam or the weight of his or her grades may be adjusted. ● In the case of ministerial examinations, the retake will take place during the

<p>long-term absences or exceptional cases, parents must contact the school administration.</p>			<p>summer.</p>
<p>Examples of Excused Absences:</p> <ul style="list-style-type: none"> • Illness • Medical appointment • Death in the family • Sports competition (approved by the Administration) <p><i>*Documentation may be required.</i></p>	<p>Examples of Unexcused Absences:</p> <ul style="list-style-type: none"> • Lateness • No valid reason • Travel • Vacation 	<p>Examples of Excused Absences:</p> <ul style="list-style-type: none"> • Serious illness or accident • Death in the family • Court appearance <p><i>*Documentation must be provided for Ministry exams. Contact the Assistant Director if necessary.</i></p>	<p>Examples of Unexcused:</p> <ul style="list-style-type: none"> • Lateness • No valid reason • Travel • Vacation

SUBMISSION OF CLASS ASSIGNMENTS

All homework needs to be submitted by the deadline set by the teacher. Failure to turn in work on time may result in remedial measures.

HOMEWORK

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

Homework:

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

In Secondary 1, each assignment is entered in Studyo by the teacher. From Secondary 2 to Secondary 5, students are responsible for entering their homework. Parents and guardians must check the homework entered and contact teachers via the COBA Portal, if necessary. Parents or guardians should encourage students to develop good work habits. Teachers and the school administration may apply certain measures to ensure the revision or completion of homework.

AVAILABILITY

Teachers offer periods of availability to provide students extra help. A teacher's availability can be found on the Canvas Parent Corner page. Students can participate in these sessions on a voluntary basis or by invitation from the teacher or Assistant Director. The aim of these sessions is to ensure student success.

EXTRA-CREDIT COURSES / DISTINCTION PROGRAM

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

- complete 3 extra-credit courses,
- obtain a minimum of 70% in each extra-credit course, and

- maintain a minimum overall average of 80% each year of cycle 2 during which they take an extra-credit course.

Attendance in Extra-Credit courses is mandatory. The parent must inform the teacher of the reason of absence as soon as possible. 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.

EXEMPTION FROM PHYSICAL EDUCATION

Long-term exemption: The Assistant Director will analyse the medical certificate in order to authorise the duration of the exemption.

Single-class exemption: In any situation where a student is indisposed or unable to participate in his/her Physical Education class, he/she must still be present for attendance in their Physical Education 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.

ACTIVITIES – OUTSIDE REGULAR SCHOOL HOURS

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

IV. CODE OF CONDUCT

The school administration reserves the right to adjust the sanctions according to the context, the seriousness of the infractions and the student's file.

Being part of Villa Maria means respecting yourself, others and the environment. While the school will educate and guide students along their journey, it is expected that all students act in a manner that respects the rights and freedom of others as well as adhere in the [Safe School Action Plan](#), School Rules and Regulations, [the Technology Use Policy](#), and [The Policy on Academic Integrity](#). 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. In addition, respect for common areas is the responsibility of all students at the school. These areas must be kept clean and free from vandalism.

SCHOOL UNIFORM

At Villa Maria, each student becomes a part of the long and storied history of this 170-year-old institution.

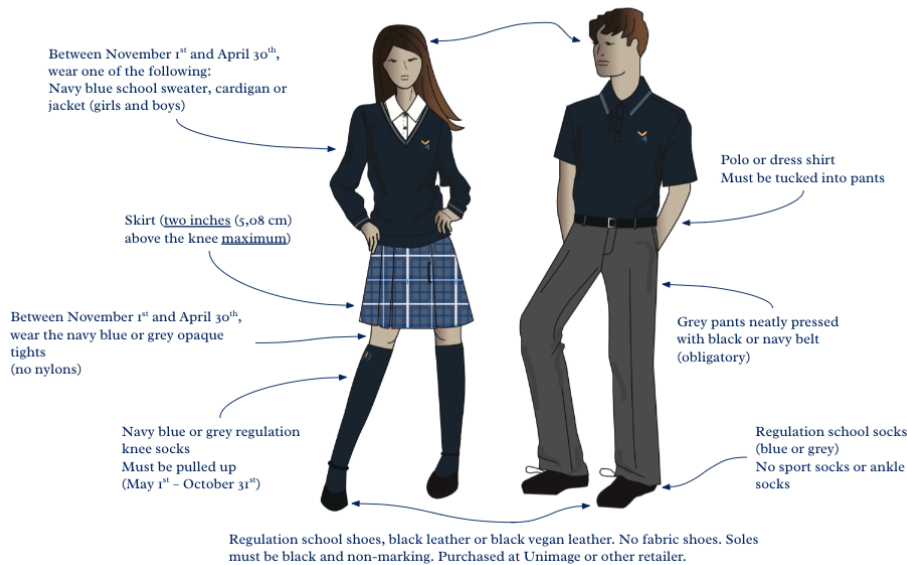
- The wearing of uniforms is an important symbol of pride and belonging to Villa Maria College.
- Each uniform must be identified with the student's full name.
- Students with non-conforming uniforms and shoes may be sent home to correct the situation. The parent

- 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.

Dress Code	
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 grey and blue hoodie sweater 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 <p>or</p> <ul style="list-style-type: none"> skirt that at a minimum covers the mandatory black or navy blue bike shorts worn under the skirt (not boy shorts) navy blue or grey opaque tights with skirt <p>Torn and perforated tights are not tolerated.</p> <p>Students must wear plain all-black shoes with black soles. No ankle-height shoes or booties are allowed.</p> <p>Gray Bermuda shorts or skirts may be worn with regulation $\frac{3}{4}$ or ankle socks (gray, navy blue, black or white). Sport socks or ankle socks are not allowed.</p>
Varia	
<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>	



SYSTEM FOR REINFORCING EXPECTED BEHAVIOURS

In order to promote and maintain a respectful and academic environment, Villa Maria has created a system to reinforce expected behaviors. Positive behaviour is rewarded and any violation of school rules may result in one or more demerits being placed on the student's record.

Secondary 1 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.

MERITAS POINTS: BEHAVIOURAL RECOGNITION

A behavioural recognition system has been implemented to highlight students' good behaviour. A point system will allow classes to obtain privileges when a student's good behaviour is observed by members of the school community. Respect, perseverance and self-determination are the three highlighted values in our school and we will acknowledge all the students who honour these values.

Students can earn Meritas points for many different reasons, such as actively participating in class, having a positive attitude, demonstrating empathy, good behaviour, being a positive role model and/or leader etc. It should be noted that Meritas points are not only recognition of good behaviour, they can also cancel out demerit points students may accumulate.

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 offence, which may include conditional readmission or expulsion.

The Assistant Directors reserves the right to suspend a student from classes for investigative purposes in the event of a major or serious infraction.

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

Ipads

The iPad is a pedagogical tool that can only be used when the teacher gives instruction to do so. Students can also consult it during breaks.

Description	Nb. points
iPad - Unauthorized use of iPad (warning)	0
iPad - Unauthorized use of iPad	1
iPad - Non-conforming iPad configuration	2

In the event of multiple iPad infractions by a student, school administration with parental consent, may impose stricter iPad restrictions (iPad Jail) to encourage responsible technology use.

Cell phones

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

Description	Nb. points
Cell Phone 1 st time - 1-day confiscation	2
Cell Phone 2 nd time - 2 consecutive days confiscation	3
Cell Phone 3 rd time - 5 consecutive days confiscation	4
Cell Phone 4 th time or more - 10 days confiscation (meeting with AD required)	5

School circulation

Description	Nb. points
Disruptive behaviour (running, yelling, interrupting learning etc.)	1
Elevator - No taking of elevator without a pass	1
Access forbidden - No passing through unauthorized areas	2

Lunch

Description	Nb. points
Cafeteria - Failure to listen to instructions	1
Cafeteria - Littering of food or garbage	2
Cafeteria - Eating in restricted areas	2
Cafeteria - Students not allowed to leave property during lunch (Cycle 1). Parents will be notified by school.	5

Behaviour

Note that if a student misses a detention, they receive 5 demerit points and must make-up the detention. The following is a list of behaviours that are also included in the demerit system.

Description	Nb. points
Academic dishonesty	See Policy Voir la Politique
Behaviour warning	0
Cheating / Copied work	See Policy Voir la Politique
Detention: did not attend detention as requested. The student must make up their detention	5
Dishonesty	2 or 5
Disruptive behaviour	5
Electronic devices - use of electronic devices	2
Gum in the gym	2
Homework incomplete or not done (warning)	0
Homework incomplete or not done	1
Impolite, rude or vulgar language	2 or 5
Inappropriate use of school furniture	1
Intervention- Library (bringing liquids and/or food into library, not keeping quiet etc...)	1
Leave class ahead of time without permission	5
Littering	2
Material not brought to class (warning)	0
Material not brought to class- 1 st offence	1
Material not brought to class-2 nd offence	3
Material not brought to class-3 rd offence	5
Missing lab glasses or lab coat	1
Other infraction(s)	1, 2 or 5
Refusing to obey/collaborate with an adult's instruction	2 or 5
Skipping classes - a non-motivated absence	5
Uniform warning	0
Uniform - Missing Gym Clothes 1 st offense	1
Uniform - Missing Gym Clothes 2 nd offense	3
Uniform - Missing Gym Clothes 3 rd offense	5
Uniform - non-regulation 1 st offense	1

Uniform - non-regulation 2 nd offense	3
Uniform - non-regulation 3 rd offense	5

CONSEQUENCES RELATED TO DEMERIT POINTS

10 DEMERITS:

- At the 10-demerit mark, the student meets with the special care counselor and serves one-hour detention after-school or during lunchtime.

20 DEMERITS:

- The accumulation of 20 demerits will result in a detention on a Pedagogical Day.
- The Assistant Director will communicate with the student and his/her/their parent(s)/guardian(s)

30 DEMERITS:

- The accumulation of 30 demerits will result in a full, one-day in-school suspension.
- A behaviour contract is established
- The Assistant Director will communicate with the student and his/her/their parent(s)/guardian(s)

40 OR MORE DEMERITS:

- The consequence will be determined by the school administration depending on the severity of the infraction(s).

MAJOR INFRACTIONS

The following infractions are considered serious and the interventions, consequences and communication methods are at the discretion of the level administrator. If a behaviour repeats itself or there is accumulation of major infractions, subsequent consequences will be more severe in nature. **Demerit points are not applicable for these infractions.**

A more detailed explanation of the following infractions can be found below.

MAJOR INFRACTIONS	POSSIBLE CONSEQUENCES
<ul style="list-style-type: none"> ● Alcohol, drugs or paraphernalia (possession or use) ● All other behaviour that endangers the safety and security of the school ● Bullying - Harassment - Violence ● Cyberbullying ● Extortion and/or blackmail with or without threat of retaliation ● Gambling and betting ● Impersonation / forgery / fraud ● Inappropriate materials in the school setting ● Indecent behaviour ● Insubordination: rudeness, arrogance, attitude, failure to comply ● Major physical violence (punching, hitting) ● Minor physical violence (slapping, tripping, roughhousing) ● Plagiarism (see policy) ● School safety - Unauthorized use of fire extinguishers, etc. ● Social media/personal information ● Taking a photo or filming without authorization ● Theft ● Threats made against students, staff or the school ● Triggering the fire alarm without valid reason ● Under the influence (alcohol or drugs) ● Use or possession of tobacco or vaping products ● Vandalism / mischief ● Visitors - Unauthorized visitors 	<ul style="list-style-type: none"> ● Behavior contract ● Call to 911 ● Call to parents ● Community service ● Confiscation ● Detention (lunch or after school) ● Detention on a professional development day ● Email to parents ● Expulsion* ● External suspension ● Follow-up note in Coba (continuous student file) ● Follow-up with youth protection (DYP) ● Immediate call to parents ● Internal suspension ● Loss of privileges (activities, school trips, etc.) ● Mediation with the student ● Meeting with the student ● Police intervention ● Possible fines/reimbursement ● Restorative justice ● Review of student file (possible expulsion*) ● Verbal warning
<ul style="list-style-type: none"> ● Drug sale, trafficking of tobacco, alcohol or drug-related paraphernalia ● Weapons (gun, knife, etc...) 	<ul style="list-style-type: none"> ● Automatic expulsion
<p><i>*Expulsion will result from the breach of educational contract</i></p>	

ALCOHOL AND DRUGS

The consumption, possession, and/or trafficking of drugs and/or alcohol on school grounds, during class trips and/or school activities are 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.

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 in other activities organized by Villa Maria. A student who comes to school under the influence of drugs or in a state of intoxication is immediately withdrawn from class. Parents will be contacted, sanctions will be applied and the student will be sent home. Consequences will be given at the discretion of the Assistant director.

SKIPPING 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.

INAPPROPRIATE MATERIALS

Inappropriate and/or illegal materials/objects will be confiscated, and immediate disciplinary measures will be taken that may include communication with the Police. Examples of articles not permitted on school grounds are: matches, lighters, sharp or pointed instruments, lasers, firecrackers, fireworks. Skateboards are not to be used on school grounds.

FRAUD AND USE OF FORGERIES

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

BULLYING / HARASSMENT / VIOLENCE / DISCRIMINATION

Bullying, harassment and violence of a physical, sexual, 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 Action Plan](#)). Consequences will be given at the discretion of the Assistant director.

PLAGIARISM

For any case of suspected plagiarism and cheating, please refer to the [Policy on Academic Integrity](#).

PRIVACY VIOLATION AND UNAUTHORISED PUBLICATIONS

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 on social media or public communication platforms (e.g. Internet, Facebook, Twitter, Instagram, Snapchat, text messages, etc.) are 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.

Any publication that damages the reputation of the school, a member of staff or a student, whether on social networks or in group discussions, is strictly prohibited (please refer to the [Safe School Action Plan](#)).

SCHOOL SAFETY: BEHAVIOUR THAT POSES A RISK

The following actions are strictly prohibited: deliberately setting off fire alarms, using fire extinguishers, using telephones designated for staff in classrooms and corridors and using any other equipment whose use could jeopardise the safety of pupils. Unnecessarily using an emergency exit is prohibited. Consequences will be given at the discretion of the Assistant Director depending on the severity of the action.

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 depending on the severity of the action.

STEALING

Any form of theft will be dealt with in accordance with the law and may lead to police involvement.

WEAPONS

Any student who brings a weapon to school or threatens to use a weapon will be subject to immediate suspension and possible expulsion. Weapons include, but are not limited to the following list: guns, knives, chains, sharp or pointed instruments.

Replica items that are representative and can be deemed "fake" or a "toy" (example: plastic guns, hard plastic large knives, alcohol bottles in shape, etc..) are also not permitted and will be subject to immediate consequences.

V. VARIA

FOOD AND BEVERAGES

Only reusable water bottles may be used in class. Water fountains are available for refilling reusable water bottles.

STUDENT ID CARD

Every student must have their student ID card in their 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. 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 obtaining 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 the school administration (Assistant Director).

LOCKER ROOM

The school monitor's office is located in the locker room. This is where lost items and where early or late dismissal slips are issued to students.

CONTACT INFORMATION

EDUCATIONAL SERVICES TEAM	
<p>Ms. Caroline Quevillon Director of Educational Services quevillonc@villamaria.qc.ca</p>	
CYCLE 1 SECONDARY 1 & 2	
<p>Ms. Rebecca Pearce Assistant Director for Cycle 1 (Secondary 1 and 2) pearcer@villamaria.qc.ca</p>	
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CYCLE 2 SECONDARY 3, 4 & 5	
Secondary 3	
<p>Ms. Kristian Petrakos Assistant Director - Educational Services petrakosk@villamaria.qc.ca</p>	
Secondary 4	Secondary 5
<p>Ms. Jennifer Furtado Assistant Director - Educational Services furtadoj@villamaria.qc.ca</p>	<p>Mr. Nick Laframboise Assistant Director - Educational Services laframboisen@villamaria.qc.ca</p>
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