



# Student Guide

2026-2027



## 1. Preamble

The Student's Guide presents Villa Maria's guidelines, expectations, and procedures, which are designed to support a harmonious school experience and foster an environment conducive to learning. It reflects our commitment to promoting the student's voice, choice, commitment, and accountability, in a community where everyone plays a role in supporting both academic success and well-being.

## 2. School Policies

### Anti-Violence and Anti-Bullying Prevention Plan

Villa Maria is committed to maintaining a safe, respectful, and welcoming school environment. In accordance with provincial requirements, our **Anti-Violence and Anti-Bullying Prevention Plan** is designed to promote a safe environment free from all forms of bullying as well as physical and sexual violence.

For the complete policy, support resources, and reporting procedures, please refer to the full [Anti-Violence and Anti-Bullying Prevention Plan](#) available on our [website](#).

### Code of Community Life

Villa Maria is committed to providing a safe and respectful environment conducive to learning. Our Code of Community Life outlines students' commitments, expected behaviours, and responsibilities in their day-to-day school life. Based on an educational approach, our student support team combines educational interventions that encourage students to reflect on their actions and develop responsible behaviours, with appropriate and proportionate disciplinary measures when circumstances so require.

To review the complete set of rules, commitments, and support procedures, please refer to the full [Code of Community Life](#) available on our [website](#).

### Academic Integrity Policy

Villa Maria is committed to fostering a culture of honesty, responsibility, and respect as it relates to both learning and the use of technology. Our **Academic Integrity Policy** provides guidelines for the ethical use of information and technology, including generative artificial intelligence and the iPad program.

This policy outlines expected behaviours and defines forms of academic misconduct, including plagiarism, collusion, and cheating as well as principles of digital citizenship, respect for privacy and the protection of the well-being of others. It is rooted in a progressive educational approach supported by measures based on the situation and the student's grade level.

To review the full range of principles, citation guidelines, and implementation procedures, please refer to the complete [Academic Integrity Policy](#) available on our [website](#).

# Local Policy on the Evaluation of Learning

Villa Maria is committed to ensuring fair, equitable, and transparent assessment practices that accurately reflect each student's learning and competency development. Our **Local Policy on the Evaluation of Learning** provides guidelines for the entire assessment process, from planning and gathering evidence to professional judgment and the communication of results.

This policy also outlines expectations regarding homework, promotes the importance of the language of instruction, and provides guidelines for academic support measures. It further establishes the criteria for students' progression from one grade level to the next, as well as the requirements for graduation and the awarding of academic credentials, in accordance with ministerial requirements.

The complete **Local Policy on the Evaluation of Learning** is available on our website.

## 3. Communication

In order to develop and increase our students' autonomy, we urge parents and guardians to let their child resolve issues directly with their teachers (incomplete or late assignments, missed evaluations, etc.). To this end, we ask that parents and guardians encourage their child to make an appointment with the teacher (by email) to discuss the issue. If the situation is not resolved, the parent or guardian can then direct the child to speak to the Grade-Level Assistant Director. The primary goal, at all times, is to foster open and constructive dialogue.

**Parents:** Parents and guardians are expected to consult the [COBA portal](#) regularly to monitor their child's progress. COBA is the primary communication platform used by teachers and the school administration to share important information with families. Checking the portal regularly is therefore essential for staying informed about your child's academic progress and school-related communications.

**Teachers:** Parents and guardians can communicate with teachers through the [COBA portal](#). They are also encouraged to contact teachers directly when needed to discuss any questions, concerns, or matters related to their child's academic progress and well-being.

**Administration:** In general, the school's administration communicates with parents and guardians through the [COBA portal](#). In addition, weekly newsletter-style communications (Villa Xpress) are sent by email and posted in the Parents' Corner on [CANVAS](#) every Friday.

**Administrative Assistants:** For general inquiries or to send a message to your child during the school day, please contact the appropriate administrative assistant.

Cycle 1 (Secondary 1 and 2): Clio Arel [arelc@villamaria.qc.ca](mailto:arelc@villamaria.qc.ca) 514-484-4950, ext. 3223

Cycle 2 (Secondary 3 to 5): Jacinthe Laporte [laportej@villamaria.qc.ca](mailto:laportej@villamaria.qc.ca) 514-484-4950, ext. 3239

**Reception:** The school's reception desk is open from 8:00 a.m. to 3:30 p.m.

## COBA Portal and Parents' Corner on CANVAS

- You can access the portal directly through the school's [website](#). Click on [Portals](#).

- New students and their parents/guardians will receive a username and password by email.
- Students and their parents/guardians each have their own individual login credentials.
- These credentials will remain valid throughout the student's time at Villa Maria. If you forget your username or password, please follow the instructions provided on the portal's main page to recover your access.

| You will find the following <u>information</u> on <u>COBA</u> :                                                                                                           | You will find the following information in the Parents' Corner on <u>CANVAS</u> :                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Student Progress</li> <li>• Academic Results</li> <li>• Report Cards</li> <li>• Registration for Extra-Credit Courses</li> </ul> | <ul style="list-style-type: none"> <li>• School Calendar</li> <li>• Weekly Newsletter (<i>Villa Xpress</i>)</li> <li>• Communications from School Administration</li> <li>• Sports, Activities, and Student Life</li> <li>• Student Services</li> <li>• Additional Support and Tutoring</li> <li>• Distinction Program (Extra-Credit Courses)</li> <li>• Villa Maria Parents' Associations (APVM)               <ul style="list-style-type: none"> <li>○ Parent-Teacher Association (PTA) and Mothers and Fathers' Guild info can be found on the <a href="#">school's website</a>.</li> </ul> </li> </ul> |

## Communicating with Your Child

- In the event of an emergency or urgent matter during school hours, parents/guardians should contact the school's reception desk. School staff will ensure that the message is conveyed to the student promptly.
- Students may request to use a school telephone to contact a parent or guardian during office hours (8:00 a.m. to 3:30 p.m.). Telephones are available at the Student Entrance or through an administrative assistant.

## Complaints Process

Any student or parent who wishes to report a situation involving bullying, violence or acts of sexual violence is encouraged to contact the grade-level Assistant Director. All complaints are treated seriously, promptly, and confidentially, with respect for all individuals involved.

### 1. Reporting a Concern to the School

The complaint must be reported to the school's Assistant Director. To facilitate this process, students and parents may use the reporting form available on the school's portal:

[Form for Reporting Bullying, Violence, or Acts of Sexual Violence](#)

A response or follow-up must be provided within **10 business days** following receipt of the complaint.

2. Complaint Handling Officer

If the complaint has not been addressed to the complainant's satisfaction, or if no follow-up has been provided, the complainant may contact Villa Maria's Complaint Handling Officer.

Complaint Handling Officer:

Annie Archambault

Contact the Complaint Handling Officer

A response must be provided within 15 business days following receipt of the complaint.

3. Regional Student Ombudsman

Should the school's handling of the complaint prove unsatisfactory, the complainant may contact the Regional Student Ombudsman, who acts independently and impartially.

Contact the Regional Student Ombudsman

4. Attendance, Lateness, and Early Dismissals

- All absences must be reported and justified by a parent or guardian through the Attendance Office before 9:00 a.m. on the day of the absence.
- Any absence that is not reported by the 9:00 a.m. deadline will be recorded as an **unjustified absence** and will be subject to the school's progressive attendance intervention procedures.
- Before leaving campus at any time during the school day, students must report to the **Student Entrance** and present verified parental authorization to the staff member on duty. For an **early dismissal**, students who leave campus without following the established procedure will have the absence recorded as unjustified.

Reporting an Absence, Late Arrival, or Early Dismissal

There are two options available for reporting an absence, late arrival, or early dismissal.

| Phone line                                                                                                                                                                                                                                                                                                                                                                                                                              | Email                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Parents/guardians may report an absence, late arrival, or early dismissal by calling the appropriate telephone extension for their child's sector. Please leave a detailed message including the following information: <ul style="list-style-type: none"><li>• Parent/guardian's full name</li><li>• Parent/guardian's telephone number</li><li>• Student's full name</li><li>• Student's class or homeroom, as shown on the</li></ul> | Parents/guardians may report an absence, late arrival, or early dismissal by sending an email from the email address registered with the school. Please include the following information: <ul style="list-style-type: none"><li>• Student's full name</li><li>• Student's class or homeroom, as shown on the student's schedule in the <a href="#">COBA Parent Portal</a></li></ul> |

- student's schedule in the COBA Parent Portal
- Reason for and expected duration of the absence, late arrival, or early dismissal

**Contact Information:**

**French Sector:** 514-484-4950, ext. **1646**

Ms. Sylvie Charbonneau

**English Sector:** 514-484-4950, ext. **1636**

Ms. Iveta Krkoska

If you are unsure which extension to use, please call **514-484-4950** and follow the menu prompts.

- Reason for and expected duration of the absence, late arrival, or early dismissal
- Parent/guardian's telephone number

**French Sector:**

[Absences.f@villamaria.qc.ca](mailto:Absences.f@villamaria.qc.ca)

**English Sector:**

[Absences.e@villamaria.qc.ca](mailto:Absences.e@villamaria.qc.ca)

An automated email confirmation will be sent by the school to acknowledge receipt of your message.

Please note that absences and/or early dismissals will **not be considered justified** for the following reasons:

- A teacher's absence
- Missing a bus, metro, or train, except in cases of service disruptions that affect the student's ability to arrive at school on time
- Delays caused by traffic, except in the event of severe winter weather or major accidents
- Early dismissals for school-organized plays, concerts, or special events taking place during class hours.

## Extended Absences

- Parents/Guardians must contact their child's Grade-Level Assistant Director at least seven days prior to the start of any extended absence (more than three consecutive school days).
- In the case of an extended absence that has not been authorized by the school (e.g., vacation), students, with the support of their parent(s)/guardian(s), are responsible for planning and managing their studies. Before leaving, students must review their digital planner, Studyo, and meet with each of their teachers to establish a plan for keeping up with their schoolwork during their absence. For further information regarding missed assessments, please refer to the [Local Policy on the Evaluation of Learning](#).

## Absences from Assessments

The school calendar is published prior to the beginning of each school year. **Absences are not permitted during exam periods.** All students are expected to be present for tests and exams at the dates and times scheduled during the school year. Parents/guardians are expected to plan family vacations accordingly.

## Make-up Tests or Exams

Make-up tests or exams may be offered at no cost or may be subject to a fee, depending on the reason for the student's absence. Please refer to the [Local Policy on the Evaluation of Learning](#) for applicable guidelines.

Make-up tests are generally scheduled on Thursdays after class hours in room **D363**, or at another time determined by the school, depending on the length and nature of the missed test. Ministry of Education exams are held during the summer in accordance with the Ministry's exam schedule.

A \$50 fee applies to make-up exams that are subject to a fee. These are generally scheduled on Saturdays or according to arrangements established by the Grade-Level Assistant Director. If a student is absent from a scheduled make-up exam without a valid reason, an additional \$50 fee will apply, bringing the total fee to \$100.

## 5. Structure of the Academic Day

### Class Schedule

| Cycle 1 (Secondary 1 and 2) |                      | Cycle 2 (Secondary 3, 4, and 5)                                                                                                        |          |
|-----------------------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------|----------|
| 8:30 a.m. – 9:30 a.m.       | Period 1             | 8:30 a.m. – 9:30 a.m.                                                                                                                  | Period 1 |
| 9:30 a.m. – 9:40 a.m.       | Break                | 9:30 a.m. – 9:40 a.m.                                                                                                                  | Break    |
| 9:40 a.m. – 10:40 a.m.      | Period 2             | 9:40 a.m. – 10:40 a.m.                                                                                                                 | Period 2 |
| 10:40 a.m. – 10:50 a.m.     | Break                | 10:40 a.m. – 10:50 a.m.                                                                                                                | Break    |
| 10:50 a.m. – 11:50 a.m.     | Period 3             | 10:50 a.m. – 11:50 a.m.                                                                                                                | Period 3 |
| 11:50 a.m. – 12:50 p.m.     | Lunch                | 11:50 a.m. – 12:00 p.m.                                                                                                                | Break    |
| 12:50 p.m. – 1:50 p.m.      | Period 4             | 12:00 p.m. – 1:00 p.m.                                                                                                                 | Period 4 |
| 1:50 p.m. – 2:00 p.m.       | Break                | 1:00 p.m. – 2:00 p.m.                                                                                                                  | Lunch    |
| 2:00 p.m. – 3:00 p.m.       | Period 5             | 2:00 p.m. – 3:00 p.m.                                                                                                                  | Period 5 |
| 3:10 p.m. – 4:10 p.m.       | Extra-Credit Courses | Under the new educational framework, Cycle 2 Extra-Credit courses are now replaced in students' daily schedules by Experience Periods. |          |

# School Hours and Access to Campus

The school opens its doors to students at 7:30 a.m. Access to the school after the regular school day is a privilege reserved exclusively for scheduled supervised activities.

- **Morning Arrival (7:30–8:15 a.m.):** Students who arrive early must proceed directly to the **locker rooms** or the Thérèse Casgrain Hall (TC). All other hallways, classrooms, and common areas are off-limits to students unless they are under the direct supervision of a staff member as part of a scheduled activity.
- **End of the School Day:** At the end of the school day, students must leave the school premises promptly. Exceptions apply only to students who are actively participating in a school sport, extracurricular activity, supervised silent study period in the library, or other school-authorized program.
- **Departure Following an Activity:** To maintain a safe and supervised school environment, students must leave the premises promptly once their activity has ended. Loitering or remaining on school grounds after authorized hours is not permitted.
- **Locker Rooms' Closing Time:** The main **lockers** close promptly at 4:30 p.m. Students are responsible for collecting all personal belongings, athletic equipment, and outerwear before this time.

## Sports Complex (Wing G)

Wing G remains open until 6:00 p.m. exclusively to accommodate scheduled athletic activities. To ensure a safe environment and appropriate supervision, the following access guidelines apply:

- **Authorized Access:** Access is strictly limited to students who are participating in a scheduled athletic activity that day or who are waiting for the start of their scheduled practice or game.
- **No Loitering:** Students who are not participating in an athletic activity, or whose practice or game has ended, may not remain in the building. Loitering in the hallways of Wing G, spectator areas, or athletic facilities is strictly prohibited. Students must leave the premises once their activity has concluded.
- **Supporting the Lynx:** Students are welcome to attend games and support the Lynx teams. All spectators are expected to demonstrate exemplary conduct, show respect for visiting teams, officials, and staff members, and comply with all school policies and expectations at all times.

## 6. School Closure in the Event of an Emergency

In the event that the school must close due to an emergency or other unforeseen circumstance, an official notice will be posted on the [school's website](#). Parents and guardians will also receive an email and text message from the school with information regarding the closure and any relevant instructions.

## 7. School Uniform

The [school uniform](#) consists of several required items and must be worn in accordance with the following guidelines:

| Category           | Authorized Items                                                                                                                                                                                                       | Rules & Specifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tops               | <ul style="list-style-type: none"> <li>• Short or long-sleeve polo</li> <li>• Dress shirt</li> <li>• Sweaters, hoodies, cardigans &amp; knits</li> </ul>                                                               | <ul style="list-style-type: none"> <li>• Sweaters &amp; Hoodies: Must be worn with a school polo/shirt OR a plain, solid white crew-neck T-shirt underneath (V-necks prohibited).</li> <li>• Cardigans &amp; Knits: Must be paired with a school polo or dress shirt (T-shirts prohibited under cardigans).</li> </ul>                                                                                                                                                                                                                                                                   |
| Bottoms & Skirts   | <ul style="list-style-type: none"> <li>• Grey pants (year-round)</li> <li>• Grey Bermuda shorts (Apr. 1 – Oct. 31)</li> <li>• Sec 1 &amp; 2: Tartan Skort 1240</li> <li>• Sec 3 to 5: Standard school skirt</li> </ul> | <ul style="list-style-type: none"> <li>• Pants: Worn above the hips with a plain black or navy belt.</li> <li>• Skirts &amp; Skorts: Unaltered, max. 5 cm above the knee (1 week to replace non-compliant items). Black or navy cycling shorts must be worn under the skirt.</li> <li>• Winter (Nov. 1 – Mar. 31): Mandatory opaque navy or black tights with skirts (leggings and nylons prohibited).</li> <li>• Summer (Apr. 1 – Oct. 31): Solid navy/black socks (ankle, knee-high, standard) or tights. If worn together, tights and ankle socks must be the same colour.</li> </ul> |
| Footwear & Legwear | <ul style="list-style-type: none"> <li>• Solid black shoes</li> <li>• Logo-free solid socks (navy, black, or white)</li> </ul>                                                                                         | <ul style="list-style-type: none"> <li>• Shoes: 100% solid black (including logos, non-marking soles, and laces). Must be clean and in good condition.</li> <li>• Prohibited Footwear: Platforms, heels, clogs, Crocs, Uggs, sandals, ankle-length shoes, and booties.</li> <li>• Socks: Solid navy/black allowed with all bottoms. Solid white athletic socks permitted only with school pants or PE uniform (prohibited with skirts, skorts, or Bermuda shorts).</li> </ul>                                                                                                            |
| Physical Education | <ul style="list-style-type: none"> <li>• Unimage PE T-shirt &amp; shorts/pants</li> <li>• Non-marking multisport sneakers</li> <li>• White logo-free athletic socks</li> </ul>                                         | <ul style="list-style-type: none"> <li>• Cycle Frequency (18-day cycle): <ul style="list-style-type: none"> <li>– Sec. 1 &amp; 2: 5 classes</li> <li>– Sec. 3 &amp; 4: 4 classes</li> <li>– Sec. 5: 5 classes</li> </ul> </li> <li>• Full PE uniform mandatory during all PE classes.</li> </ul>                                                                                                                                                                                                                                                                                         |
| Science Laboratory | <ul style="list-style-type: none"> <li>• Standard lab coat</li> <li>• Safety goggles</li> </ul>                                                                                                                        | <ul style="list-style-type: none"> <li>• Mandatory for all laboratory sessions.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

## Physical Education Uniform

The Physical Education uniform is required for all students attending Physical Education classes.

## Science Laboratory Safety

At the beginning of each school year, students and their parents/guardians are required to review and sign a Science Laboratory Safety Agreement outlining the expectations and safety procedures that apply during laboratory activities.

As part of these requirements, students must wear a lab coat and safety goggles that meet Villa Maria's established standards in order to participate in science laboratory activities.

## 8. General Guidelines

### Extracurricular Activities

Please note that all school policies, regulations, and expectations, including, but not limited to, the [Anti-Violence and Anti-Bullying Plan](#) and the [Code of Community Life](#) apply whenever a student participates in an activity organized or supervised by the school outside regular class hours.

This includes, but is not limited to, activities taking place on or off campus, during school-organized transportation, and in situations where the student is not directly under the supervision of a school staff member.

### Energy Drinks

To promote student health and well-being, support students' readiness to learn, and maintain a safe and supportive educational environment, **the possession, consumption, distribution, sharing, sale, or promotion of energy drinks\*** are strictly prohibited for all Villa Maria students, regardless of age.

This prohibition applies to all locations, activities, and transportation services under the school's responsibility, including:

- School Grounds and Facilities: all campus grounds, school buildings, and facilities
- School Transportation: school buses and any other transportation organized or contracted by Villa Maria
- School Activities: all academic, extracurricular, athletic, cultural, and social activities organized by the school
- Off-Campus Activities: educational outings, competitions, and any other events organized or supervised by Villa Maria.

\* As defined in the second paragraph of Section 1 of Bill 9.

### Student Identification Card

Students are required to **carry their school identification card at all times** while on school premises or participating in any school-authorized activity.

Students must present their identification card promptly upon request from any member of the **teaching or administrative staff**.

In the event that a student's identification card is lost, a replacement may be issued **for a fee**.

## Lockers

Lockers are the property of Villa Maria and are assigned to students for the duration of the school year. The school reserves the right to **inspect lockers at any time and without prior notice** when deemed necessary to ensure student safety, maintain an appropriate learning environment, or verify compliance with school policies and regulations.

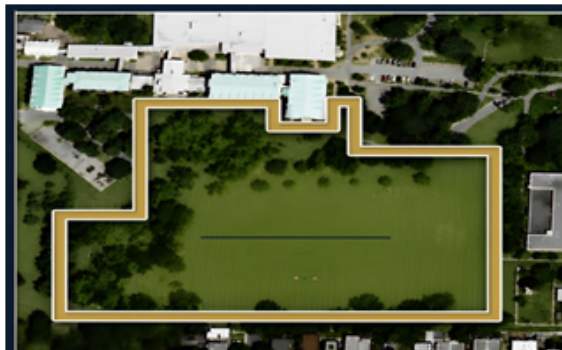
Students are responsible for keeping their assigned locker **clean, orderly, and in good condition**. Students must also maintain the confidentiality of their locker combination and must not share it with others.

The **Student Supervisors' Office**, located in the student entrance, is responsible for managing **Lost and Found** items. Students may also obtain the required authorization slips for **early dismissals and late arrivals** at this location.

For **Physical Education classes**, students must provide their **own lock** to secure their personal belongings in the gym lockers. Students are responsible for properly securing their assigned locker and taking appropriate measures to safeguard their personal belongings.

## Student Traffic

For safety reasons, Cycle 1 students must remain on school grounds during the entire school day. During recess and the lunch period, they can enjoy the school's outdoor green spaces but must remain within the designated area in front of the building, as shown on the following plan.



## Extra-Credit Courses

### Cycle 1 (Secondary 1 and 2 only)

Extra-Credit Courses are offered from **3:10 p.m. to 4:10 p.m.**, according to the student's schedule.

Attendance is **mandatory** for all students enrolled in an **Extra-Credit course**. In the event of an absence, the parent or guardian must notify the teacher and provide the reason for the absence as soon as possible.

If a student has **three consecutive absences** from an Extra-Credit course after the authorized withdrawal deadline, the school reserves the right to withdraw the student from the course. In such cases, a **failing grade will be recorded on the student's academic record**.

Withdrawal from an Extra-Credit course after the authorized withdrawal deadline is **non-refundable**. **No reimbursement of course fees will be issued**.

## Homework and Assignments

Students are responsible for recording their homework and assigned learning tasks in their Studyo planner. Teachers are responsible for entering scheduled tests in Studyo. (See the [Local Policy on the Evaluation of Learning](#) for further information.)

Parents and guardians are encouraged to access their child's Studyo planner at the beginning of the school year to support and monitor their child's academic progress and learning.

## Physical Education Exemptions

**Single-Class Exemption:** Students who are temporarily unable to participate fully in a Physical Education class are still required to attend the class.

**Extended Exemption:** For an extended exemption, the Grade-Level Assistant Director will review the medical certificate in order to determine the duration of the exemption.

## Food and Beverages

Only **reusable water bottles** are permitted in classrooms. Food and other beverages must be consumed in areas provided for that purpose.

## Lost, Stolen, or Damaged Property

Villa Maria assumes no legal or financial responsibility for the loss, theft, or damage of personal belongings, electronic devices, or valuables brought onto school premises.

While the school is not responsible for lost or stolen property, each student is provided with a locker lock at the beginning of the school year to help secure their belongings. Students are expected to keep their lockers locked at all times and to use only the locker assigned to them.

Two designated Lost and Found locations are available:

- **Locker Room: Student Supervisors' Office**
- **Multimedia: iPads only**

## Cafeteria Payment Procedures

Students may pay for cafeteria purchases using **cash, a debit card, or a prepaid cafeteria card.**

In accordance with the school's expectations regarding personal electronic devices, students must keep their devices stored in their lockers during the school day. Consequently, **cell phones and smartwatches may not be used to make electronic or contactless payments at the cafeteria.**

## Teacher Support and Availability Periods

Teachers offer designated availability periods to provide students with additional academic support and to foster their learning and academic success.

A schedule of these teacher support periods is available in the [Parents' Corner](#) on **CANVAS**. Students may attend these periods voluntarily or may be directed to do so by their teacher or a member of the school's administration, when additional support is deemed appropriate.

## Time Recovery and Reflection Sessions

Time Recovery and Reflection Sessions are held in room **B228**.

## Sale of Items at School

The sale or solicitation of items (e.g., chocolate bars, tickets) on school premises is **strictly prohibited without prior authorization from the school's administration.**

## Recognizing Positive Contributions, Student Growth, and Academic Excellence

Villa Maria is committed to recognizing and celebrating students who consistently demonstrate our core values of **respect, perseverance, and a commitment to excellence.**

To acknowledge both students' meaningful contributions to the school community and their sustained personal and academic growth, Villa Maria's **Positive Recognition Framework** has two complementary forms of recognition:

## Recognition Certificates

**Definition:** Recognition Certificates are awarded to acknowledge positive actions, initiatives, and everyday

contributions that strengthen the school community. Examples may include assisting a teacher, helping maintain clean and welcoming common spaces, or offering support to a fellow student.

- **Purpose:** To provide timely, positive recognition of students whose actions demonstrate consideration, initiative, and a commitment to fostering a respectful, welcoming, and well-maintained school environment.
- **Recognition:** Each Recognition Certificate recorded in the [COBA Portal](#) provides the student with an opportunity to participate in periodic draws of **gift cards**, held during student assemblies.

## Meritas Distinction

**Definition:** Meritas Awards recognize sustained positive growth in behaviour, consistent academic effort, and ongoing personal development over time, both academically and behaviourally.

- **Purpose:** To celebrate students who develop strong habits, demonstrate perseverance in achieving their goals, and consistently show a commitment to their own success and the school community.
- **Recognition:** Students receiving Meritas Awards are formally recognized by school administration and may receive special end-of-year honours for consistently exemplifying Villa Maria's core values.

## Distinction Program

In addition to supporting students' social and academic development, Villa Maria encourages students to take advantage of opportunities for enrichment. The Distinction Program was specifically designed to foster this ambition. Successful completion of the program will be recognized on the student's report card, through a certificate, a special recognition at graduation, and additional credits recognized by the Ministère de l'Éducation.

**To be eligible to graduate with Distinction within the Distinction Program, a student must:**

- Have completed of 3 graded Experience Periods and/or Extra-Credits between Secondary 1-5\*
- Have earned a minimum 70% mark in each extra-credit course

AND

- Have maintained an overall average of at least 80% every year of the 2<sup>nd</sup> cycle during which they have taken an extra-credit course.
  - Calculations end at the close of the 2<sup>nd</sup> term of Secondary 5.

*\* Please note that students who successfully completed an Extra-Credit course that qualifies for additional credits and who earned a minimum grade of 70% in the course prior to the 2026-2027 school year will be recognized as part of the Distinction Program.*

# Student Life



## Student Life Activities

Villa Maria offers a wide range of athletic, cultural, artistic, and social activities to enrich students' educational experience. The school is a member of the **Quebec Federation of Private Educational Institutions (FEEP)**, the **Réseau du sport étudiant du Québec (RSEQ)**, and the **Greater Montreal Athletic Association (GMAA)**.

Students who choose to participate in these activities generally do so outside regular class hours. Should an activity conflict with a scheduled class, students are responsible for completing any missed work and catching up on the material covered during their absence.

**Scheduled tests take precedence over extracurricular activities, unless prior authorization has been granted by the teacher concerned.**

## Student Parliament

The **Villa Maria Student Parliament** is composed of 24 students, with two representatives from each sector at each grade level, elected by the student body.

Student Parliament members contribute to fostering **school spirit and pride in being part of the Villa Maria community**. Participation provides students with opportunities to develop their leadership and organizational skills through a wide range of initiatives, including fundraising campaigns and activities for the student body.

## Parents' Associations

**Parent Association (PTA)**, English Sector

**Association des parents de Villa Maria (APVM)**, French Sector

**Mothers and Fathers' Guild**, English Sector

Members of the **PTA**, the **APVM**, and **Mothers and Fathers' Guild** meet to discuss school life and explore opportunities to support school activities and initiatives. These associations contribute to the **organization and funding of numerous school events and activities**.

For more information, please visit the [Parents' Associations](#) page.

# To Contact us

## School Administration

**Caroline Quevillon**

**Director of Pedagogical Services**

[quevillonc@villamaria.qc.ca](mailto:quevillonc@villamaria.qc.ca)

**Nick Laframboise**

**Director of School Climate and Student Services**

[laframboisen@villamaria.qc.ca](mailto:laframboisen@villamaria.qc.ca)

**Lilia Chaouchi**

**Administrative Assistant**

[chaouchil@villamaria.qc.ca](mailto:chaouchil@villamaria.qc.ca)

514-484-4950, ext. 3228

## Assistant Directors – Pedagogical Services

**Annie Archambault**

**Assistant Director of Pedagogical Services**

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