



## **STUDENT / PARENT HANDBOOK**

### **ST. GEORGE'S SCHOOL OF MONTREAL ÉCOLE ST-GEORGES DE MONTRÉAL**

**High School  
3100 The Boulevard  
Montreal, Qc H3Y 1R9  
(514) 937-9289**

**Elementary School  
3685 The Boulevard  
Westmount, Qc H3y 1S9  
(514) 486-5214**

**Admissions  
(514) 904-0542**

## **Our Mission**

St. George's School of Montreal provides a hands-on, rigorous and well-balanced educational experience. Mindful of the different strengths and needs of all of our learners, we prepare each student for what lies ahead. At St. George's:

- We challenge students to think critically and express themselves creatively; our students are confident problem-solvers.
- We provide a nurturing, respectful environment that encourages both self-discovery and collaboration; our students enjoy and value learning.
- We embrace meaningful inquiry and thoughtful reflection within and beyond the classroom; our students grow into engaged and compassionate citizens.

Grounded in the themes and practices of progressive education since 1930, St. George's is aligned and actively engaged with research and innovation dedicated to the education of the whole child.

## **Our Philosophy**

St. George's School is a co-educational, non-denominational school committed to providing a student-centered education of the highest quality within a spirited, engaging, creative and cooperative environment. Our philosophy encourages an individualized and flexible approach to learning and to teaching, while challenging each student to excel. We believe in learning by doing. The St. George's community of students, parents, faculty and staff is dedicated to offering a caring and inclusive milieu that balances the importance of self-expression with the rights of others.

## **Six Guiding Principles**

HEALTH MUST COME FIRST

\*\*\*

LEARNING COMES FROM DOING

\*\*\*

THE CLASSROOM SHOULD BE FREED FROM UNNATURAL RESTRAINTS

\*\*\*

ADAPT EDUCATION TO THE DIFFERENCES OF THE INDIVIDUAL CHILD

\*\*\*

GROUP-CONSCIOUSNESS AND SOCIAL-MINDEDNESS SHOULD BE DEVELOPED

\*\*\*

THE CHILD SHOULD HAVE ABUNDANT OPPORTUNITY FOR CREATIVE EXPRESSION

# St. George's School of Montreal



## Leadership Team

**Ms. Nathalie Bossé**

INTERIM HEAD OF SCHOOL

**Mr. Michael O'Connor**

ASSISTANT HEAD, HIGH SCHOOL

**Mr. Aidan De Jean**

ASSISTANT HEAD, ELEMENTARY SCHOOL

**Mr. Brian Foote**

ASSISTANT HEAD, CURRICULUM,  
RESEARCH AND INNOVATION

**Mr. Marc Balas**

CHIEF FINANCIAL OFFICER

**Ms. Donna Boyd**

DIRECTOR, ADVANCEMENT  
& COMMUNICATIONS

**Ms. Kathay Carson**

DIRECTOR, ENROLMENT MANAGEMENT

**Ms. Nathalie Stein**

DIRECTOR, HUMAN RESOURCES

## School-Wide Policies & Procedures

### Absence and Tardiness

Punctuality and attendance are very important aspects of school life. Please make every possible effort to support this. If a student is going to be absent or late, parents need to notify the school by 8:00 a.m.

### Absence of Parents

Parents who are going to be out of the city during the school year are required to inform the school prior to their departure. In the event of illness or other emergency, the school must have the following information: name or names of person or persons in charge, address, and telephone numbers.

### Appointments for Students during School Hours

It is requested that appointments not be made for students during school hours. Appointments during the day interrupt the child's educational program. If an appointment must be made during the school day, parents must notify the school.

### Calendar & Holidays

Parents are expected to respect the school calendar when planning family vacations. The academic program has been planned with the school calendar in mind. The calendar is available on the school website [www.stgeorges.qc.ca](http://www.stgeorges.qc.ca).

### Communicating with Employees

Parents wishing to communicate with staff, teachers, and/or administrators are best advised to use email. Visit our website at [www.stgeorges.qc.ca](http://www.stgeorges.qc.ca) and click on **Contact Us** for all staff, faculty and administration contact information.

If parents would like to meet in person with a teacher after school, please ask the receptionist to phone up to the class to see if the teacher is available. If yes, parents will be given a "Visitor" badge.

### Athletics Uniform Policy

The Phys. Ed department is responsible for ensuring that students show up to gym class and off-campus education activities in the mandatory gym clothing.

**Mandatory Uniform for Gym Classes** and all **Off Campus Physical Education Activities**- can be purchased at school or online at [www.stgeorges.qc.ca](http://www.stgeorges.qc.ca)

- St. George's shorts
- St. George's T-shirt
- St. George's hoodie (**mandatory at the Elementary**)
- St. George's sweatpants (**mandatory at the Elementary**)
- Appropriate athletic footwear with non-marking soles

#### **Optional items**

- St. George's sweatpants and St. George's hoodie (**at High School**)
- St. George's ¾ length yoga pants (**both campuses**)

#### **Team Uniforms**

- St. George's team uniforms are distributed to those students who earn a place on a school athletic team. This uniform must be returned to the school at the end of the season. All team

uniforms are returned to our Coordinator of Athletics and Recreation. Please note that families are responsible for the replacement cost of any unreturned items.

- Team athletes are required to purchase a personalized team jacket, which must be worn to and from all games, whether home or away, and it is the student's to keep. If the student plays on more than one team, the same team jacket can be used for all sports.
- Athletes not attired in the team uniform and the team jacket will not be permitted to play.

## **Dress Code**

Members of St. George's School are expected to come to school appropriately attired. Please note that the school is continuously reviewing the dress code policy and, from time to time, may revise the policy in conjunction with Faculty/Staff, the Student Leaders and Parents.

- Pants, jeans, shorts and skirts are to be neat, clean, the appropriate size and without rips or holes in them (*manufactured or otherwise*). Pants are to be fastened or belted above the hips;
- Shorts and skirts can be worn if they are mid-thigh in length. Cut-off shorts, mini-skirts and mini-shorts are not permitted.
- Shirts must be neat, clean, the appropriate size and must reach the waistband of pants or skirt at all times. T-shirts may have logos and images, but should not be offensive or inappropriate for a school setting. Muscle shirts, tank tops and low-cut tops are not permitted.
- Athletic-style tank tops (*i.e. basketball jerseys*) must be worn with a t-shirt underneath;
- Undergarments, bra straps and/or underwear should not be visible; they are to be covered by an opaque shirt (non-transparent), skirt and/or pants at all times;
- Hats and caps are encouraged during outside play, but must be removed when entering the building. Hoods are not to be worn in school;
- Hats, coats and boots are to be stored in the student's assigned locker/cubby;
- Facial piercings must be removed during school hours and during all school-related activities, with the exception of this practice as it may relate to a cultural or religious expression;
- Hair must be of a natural hair colour;
- No nail polish or make-up for elementary-age students;
- For safety reasons, earrings should be of a stud shape and size and may not hang below the earlobe for elementary school students.

While St. George's understands that fashion trends change and that students may wish to appear fashionable in school, it is essential that all clothing worn in school be appropriate for a learning environment and meet the outlined expectations.

If a student is uncertain about whether a particular article of clothing is appropriate, he/she should address those concerns to their Advisor. Final interpretation of the dress code is at the discretion of the Administration.

Students who choose to dress inappropriately for school will be asked to change. If they do not have something appropriate to change into, they may be sent home and asked to return only when appropriately attired. Parents will be advised.

## **Emergency Drills**

Periodically, drills are held in order to practice our evacuation and lockdown procedures and ensure that all students understand and feel safe during these times.

## **Environmental Policy**

St. George's School of Montreal empowers its school community to sustain and enhance the environment, both locally and globally. Building on the foundation of our Six Guiding Principles, adopted in 1935, we are making the commitment to model responsible attitudes and actions early in the life of each child in order to develop an environmental and social ethic and a respect for all life.

Our mission states that we educate our students to become responsible world citizens. By fully integrating environmental conservation with economic planning in a cooperative setting with a common goal, we can achieve a peaceful, healthy and sustainable future for generations to come. (See **Appendix III** for full policy details.)

## **First Aid**

The first aid treatment given at school consists of washing the wound well and/or a dressing. The school does not have a nurse on staff. If your child comes home with an injury, please inspect it further and do what you feel is necessary. If the school believes that the injury is serious enough for immediate medical attention, parents will be notified at once. In a serious emergency or accident, the child will be taken to a hospital, and a parent will be notified.

## **Serious Illness or Accident**

If a student develops a serious illness or has a serious accident while at school, the school will follow Emergency Protocol procedures to ensure that students receive the help they need. If necessary, the student will be taken to a hospital and parents or a guardian will be notified and asked to meet the student there.

## **General Health Information**

**It is mandatory** that parents keep the student's medical profile updated at all times. Parents will be notified electronically at the beginning of the year to update the family profile and are then expected to edit at any time throughout the year as changes occur.

Several St. George's staff and faculty members are certified to perform CPR and First Aid; however, the treatment that can be given to an injured community member is of a "first response" nature only. Should a student be injured or feel unwell while under school supervision, the procedures outline in the *First Aid* and *Serious Illness or Accident* sections of this handbook will be followed.

## **Infectious Diseases**

When a student develops any communicable disease, the school should be notified as soon as possible. The student must remain at home for the period of isolation as deemed necessary by a medical professional.

## **Lice**

Students who have been diagnosed with lice cannot return to school until treatment has been completed and all lice have been removed.

## **Medication**

If an elementary student is required to take any prescription medication (such as asthma inhaler or antibiotic) this medication must be kept in the elementary office and will be administered there. Parents must provide the office with explicit written instructions. A student with a life-threatening allergy must have an Epipen in a waist-belt that is worn at all times, with a second Epipen kept in the elementary office.

If a high school student is required to take prescription medication (such as an asthma inhaler, EpiPen, etc...), the student is required to keep it on his/her person at all times and provide the school with a labelled secondary prescription in case of emergency.

### **Nut Controlled Policy**

The number of students in our school who suffer from severe, life-threatening allergic reactions, known as Anaphylaxis, has grown significantly in recent years.

In order to provide these students with the safest possible environment, St. George's School has adopted a peanut and nut control policy and also makes an effort to reduce the use of soy and sesame. This means that:

- the school will not provide any peanut or nut products at any time.
- students are not to bring any food containing peanuts, nuts, peanut or other nut products, nor any item where the package clearly indicates that it may contain traces of peanuts or nuts.

### **Parent-to-Parent Communication**

Once they have been assigned a secure password, parents are able to access family information from the **Family Directory** by grade level.

### **Pedagogical Days/Community Learning Days**

A PED Day is a working day for the faculty and staff. These days are used for professional development, planning, organization, and curriculum development. Community Learning Days in the High School will also occur on these PED days, so please be aware of the PED days and your child's POD schedule.

### **Policy Statement for Extra-Curricular Activities**

Consistent with the child-centered philosophy of the school, St. George's strives to meet the individual needs of every student it serves. Extra-curricular activities complement our pedagogy in helping each child realize his/her potential.

St. George's endorses the philosophy of striving for excellence. Consequently, when extra-curricular activities involve interscholastic competition, our philosophy must also permit and support a healthy competitive approach and spirit. Good coaching is vital to the success of every extra-curricular program. In this regard, our coaches will have the necessary training to best serve the needs of the students.

Students and their parents will be advised of this Policy Statement at the commencement of all activities (team try-outs, theatrical auditions etc.) and it is expected that this notion of striving for excellence within a child-centered context is understood and accepted by our school community.

### **Prolonged Illness or Reduced Mobility**

Parents are asked to please notify the school so that arrangements can be made for the student's return to school.

### **Respectful Behaviour Policy**

St. George's School of Montreal believes that each member of the school community has the right to feel safe and to be free from embarrassment, humiliation and intimidation in all aspects of community life, and that promoting this mutual respect is a community responsibility. For full details, see the school's **Respectful Behaviour Policy; Appendix I.**

# Elementary School

## Kindergarten – Grade 6

### Delivery of Messages for Children

We ask that parents limit the number of messages to be delivered. The school can only guarantee to deliver messages that are vitally important. The office telephone is available to students should she/he have to contact a parent with an important message. The office will only contact the teacher at break/snack or lunch in order not to disrupt classes. We urge pre-arranging after-school social events at home. Permission for this cannot be given at school.

### Dress: Kindergarten

Students are required to wear clothing that is suitable for an active program — inside and outside. A water-repellent snowsuit is required for winter. Parents are asked to make sure that the student can get in and out of his/her suit with a minimum of help from the teacher. Teachers will gladly advise parents on children's clothing.

Please provide the following for your Kindergartener:

- Change of clothing (underwear, socks, pants etc.)
- Running shoes and splash pants, to be kept in the school at all times
- Blanket - to be no larger than 3 x 4 feet in size
- St. George's School Environment Bag to hold extra clothing
- Name Tapes—all clothing, shoes and boots must be clearly and durably marked with the child's full name, not just their initials.

### Dress Code: Grades 1, 2 & 3

Students are required to abide by the dress code expectations outlined on pages 4 & 5. Furthermore, long hair must be up (ponytail or braids). All footwear must have a back strap. Flashing shoes are not permitted. UGG-type boots can only be worn outside.

### For Outdoor Play During the Fall & Spring (to be kept at school)

- A pair of outdoor shoes or boots (please note: students will not be permitted to wear their outdoor shoes or boots indoors)
- A pair of indoor shoes
- A pair of splash pants

### For Outdoor Play During the Winter

- A snowsuit or ski pants with jacket
- Hat, waterproof mitts and neck warmer (no scarves)
- Snow boots (please note: students will not be permitted to wear boots indoors)
- A pair of indoor shoes

### Lost & Found

Any articles that are found in the building or on the playground are deposited in the Lost & Found. Money and/or jewelry are taken to the school's office. All unclaimed and/or Unidentified garments are given to needy families at the end of the school year.

### Entrance – Exit Protocols

Students must leave the premises at the time of dismissal, with the exception of those who may be involved in after school sports and/or extra-curricular activities.

Teachers supervise the departure of students from the premises. Parents who call for their children are expected to be punctual and must wait outside for their children. Note that students are not permitted to play on the equipment after school without parental supervision.

Students must wait for the teacher to turn the green light on before exiting the building and will wait at the top of the stairs of the amphitheater until the teacher sees the parents and dismisses the child.

All parents and students entering and/or leaving the school property are requested to use the entrance gate on The Boulevard. Please observe the **"No Parking / Loading Zone"** signs on each side of The Boulevard entrance gate. A school employee is on duty from 8:00 a.m. – 8:25 a.m. and 3:10 p.m. – 3:30 p.m. to assist students crossing The Boulevard and Aberdeen.

The parking area at the rear of the school is reserved for staff/faculty and delivery trucks. To ensure maximum safety for all students, **please do not drive into the parking lot.**

Students dropped off on Aberdeen in the morning, near the school parking lot, must enter the school premises through The Boulevard entrance gate. Children/parents must **never** walk through the parking lot, either when entering school in the morning or when leaving at the end of the day.

### **Library: Parent Volunteers**

Parent volunteers in the library of the Elementary School literally make it possible for the library to run efficiently. They do a myriad of tasks, from the covering and physical preparation of new books for processing, to the replacing of returned books on the shelves. They may help a student find a book he or she wants and also help with the checking out process. Their contribution of time is an invaluable gift to the school. We need six to ten committed volunteers each year. Please visit the Volunteering page on our website should you be interested in being a St. George's volunteer.

### **Library**

The Elementary School library has a rich collection of English and French books, encyclopedias and magazines (15,000 volumes approximately). Students and teachers use the library frequently and in many ways. Parents can access the library, as well as an online resource page, through our website.

### **Lunch Services**

All elementary school students must take part in the school's mandatory lunch program. The menu for these nutritionally-balanced, nut-controlled meals can be found on the school's website. Parents wishing to opt out of the lunch program for medical reasons must submit a request in writing to the Assistant Head, Elementary School and include documentation to support the food restrictions and/or specific dietary needs claim.

In the event that a medical exemption is granted, only healthy and peanut/nut-free food will be permitted, as per the school's peanut control policy.

### **Lunchtime Rules**

- Remove outdoor shoes
- Empty the sand from shoes in designated sand recuperation bins
- Change your shoes
- Wash hands and go to washroom before getting into the lunch line
- **REMEMBER:**
  - No cutting in the lunch line
  - No saving places in line
  - Be respectful and patient

## Playground Rules

- During recess, students in Grades 3-6 are not permitted access to the junior yard or on junior play structures.
- Playing tag is not permitted on the cement stairs.
- Grade 1 & 2 students are required to wear splash pants at all times, except during very hot weather.
- Students in Grades 3-6 are to wear splash pants when playing directly on the field, except during very hot weather.
- The playing field schedule is to be respected and adhered to by all students.
- No playing/swinging on area designation ropes.
- No playing with the wooden posts.
- The toy bin is reserved for students in Grades 1 & 2.
- Using the slide:
  - slide one at a time
  - no sliding backwards
  - no walking up the slide
- It is prohibited to crawl under any fences anywhere on school grounds.
- It is important to remember that we must respect nature, so there is to be no running through the bushes, flowers, underbrush, etc., and no scratching or removing bark from the trees, breaking branches, pulling off leaves, etc.
- Students are not to excavate/mine, or move rocks, boulders, stones etc.
- When the bell rings, students are expected to:
  - Stop playing
  - Pick up toys/balls and put in storage bin
  - Pick up discarded clothing
  - Follow the teacher indoors
  - Remove their outdoor shoes
  - Empty sand from their shoes in designated sand recuperation bins

## Reports and Appointments

Please refer to the St. George's Evaluation of Learning document for evaluation information. Parent/Student/Teacher Conferences have been scheduled for the fall and the spring. In addition to the scheduled conferences to discuss the students' progress, the Assistant Head and/or the teachers may, during the course of the year, request a parent conference for further exploration and explanation of particular issues in the development of an individual student.

The Assistant Head and the teachers are always eager to meet all parents to discuss the progress of their children. Parents are encouraged to contact the school during office hours, 8:00 a.m. – 4:00 p.m., to make an appointment.

## School Hours

Kindergarten–Grade 6: **8:00 a.m. – 3:20 p.m.** All students are expected to arrive at school by 8:00 a.m. and be in class no later than 8:10 a.m.

To facilitate morning drop-off, outdoor supervision is provided between 7:50 a.m. - 8:00 a.m. Students who are not in their scheduled classroom when attendance is taken are considered as late and recorded as such.

## Social Events

Invitations to birthdays or other social events can be distributed in school, provided one of the following conditions is respected:

- The entire grade is invited to the event OR
- The entire group of girls in the grade is invited to the event OR
- The entire group of boys in the grade is invited to the event

## High School

### Grade 7 - 11

#### **Advisor/Advisee Program**

Teachers serve as Advisors to a group of approximately 10 students each. Each student is assigned an Advisor on the first day of school.

Advisors meet with their advisees daily from 9:35 a.m. - 9:50 a.m. During this time, the Advisors are responsible for keeping the students informed of school activities, following academic successes and challenges, monitoring involvement in student life, providing advice when sought, and building community spirit. While advisees meet daily as a group, they may meet with their Advisor on a one-on-one basis when needed.

Teachers communicate concerns and commendations, with respect to students in their class, to their Advisors. Advisors, in turn, communicate this information to parents. The system is designed so that one person has an overview of a student's entire school experience. For that reason, parents are invited to consult their child's Advisor should there be any concern with respect to school life. The Advisor will arrange for Parent- Teacher Conferences when appropriate.

At the end of Grade 8, students are asked to complete an "Advisor Request Form" which allows them to submit the names of three faculty members they would like to work with as an Advisor for the coming academic year. Grade 7 students are assigned to Advisors who are a part of our special Elementary to High School transition, and they will have the same Advisor until the end of Grade 8.

#### **Attendance/ Early Dismissal/Late Arrival**

At St. George's High School, students should arrive at school no later than 8:10 a.m. First period begins promptly at 8:20 a.m. The school day officially ends at 3:30 p.m. Although students are dismissed from the last class of the day at 2:55 p.m., they are expected to be available to meet with a member of the faculty, staff or administration from 3:00 until 3:30 p.m., whether at their request or the request of the students.

For this reason, in general, no after school activities begin until 3:30 p.m., and students should not schedule any outside appointments or activities during this time period. Carpool pickups should not take place before 3:30 p.m. from Monday through Thursday.

In the event of an absence from school, parents must inform the school by written note, e-mail or phone call, prior to 8:15 a.m. on the given day, indicating the reason and duration of the absence. If this information has not been given to the school reception prior to first period, parents will be contacted by the school.

It is expected that students attend all scheduled classes, as indicated on their course schedule, as well as any other events that may be organized by the school during the day. All students are expected to remain in school for the entire school day, including lunch.

The school expects medical appointments to be scheduled outside class time. If this is, on a rare occasion, unavoidable, parents must notify the school receptionist.

#### **Early Dismissal**

In order for a student to be given an early dismissal slip, written communication from the parents must be received. Students must show the early dismissal slip to their teacher before being dismissed from class, and then must check out with the receptionist before leaving the building. For all early dismissals, written communication is required.

Students absent without permission are considered to be “skipping” school and will be required to meet with the Assistant Head, who will determine the appropriate consequence.

To avoid excessive disruptions, simple guidelines include:

- Plan in advance for a doctor’s appointment, a family function or a school function. At least one week in advance of their absence, students are responsible for informing the teachers which classes they will miss. Teachers will then provide the necessary work.
- If the absence is unexpected, due to sickness or a family emergency, parents are asked to call the school as soon as possible. It is important that the student or parent call or e-mail the school to request any missed homework or assignments. The students are required to catch up on any work they miss while absent.
- Once the student is back in school, he/she must make sure to meet with all the teachers whose classes have been missed in order to catch up and hand in any late work.
- If students are feeling ill during the day, they should go to the high school Reception, where the best course of action will be determined.

The school is open and supervision of the students is assured from 7:30am until 5:30pm. Class times are as follows:

<b><u>Grades 7, 8 &amp; 9</u></b>				<b><u>Grades 10 &amp; 11</u></b>			
<b>Period 1:</b>	8:20 a.m.	-	9:35 a.m.	<b>Period 1:</b>	8:20 a.m.	-	9:35 a.m.
<b>Advisor:</b>	9:35 a.m.	-	9:50 a.m.	<b>Advisor:</b>	9:35 a.m.	-	9:50 a.m.
<b>Period 2:</b>	10:00 a.m.	-	11:15 a.m.	<b>Period 2:</b>	10:00 a.m.	-	11:15 a.m.
<b>Jr. Lunch:</b>	11:15 a.m.	-	12:15 p.m.	<b>Period 3:</b>	11:25 a.m.	-	12:40 p.m.
<b>Period 3:</b>	12:15 p.m.	-	1:30 p.m.	<b>Sr. Lunch:</b>	12:40 p.m.	-	1:40 p.m.
<b>Period 4</b>	1:40 p.m.	-	2:55 p.m.	<b>Period 4:</b>	1:40 p.m.	-	2:55 p.m.
<b>One-on-One</b>	3:00 p.m.	-	3:30 p.m.	<b>One-on-One</b>	3:00p.m.	-	3:30 p.m.

Students are expected to use the washroom, eat snacks, and get any supplies from their lockers during the time in between classes.

### **Late Arrivals**

If students are not in their scheduled classroom at the appropriate time, they are considered as late and must get a late slip from the front desk. The administration reserves the right to impose appropriate consequences for any student who is late to a class. Please refer to the **Late Policy (Appendix V)**.

### **Cafeteria**

#### **Schedule**

Students are expected to adhere to the designated lunch times. Student will be allowed to enter the cafeteria at the following times:

- **Grade 7** 11:15 a.m.
- **Grade 8** 11:25 a.m.
- **Grade 9** 11:35 a.m.
- **Grades 10 & 11** 12:40 p.m.

When in the cafeteria, students are expected to behave in an appropriate manner, abiding by the school’s **Respectful Behaviour Policy**. Below are some guidelines:

- School bags must be left in the locker.
- Students must respect their grade’s assigned lunch time and not enter the cafeteria earlier, as the space provided accommodates a set number of students.

- Students are expected to clean their own place before leaving the cafeteria and effectively manage their own waste (recycle, compost, waste).
- Students are not permitted to order lunch from outside to be delivered to the school, unless they have been given permission from the Student Supervisor.
- Students are expected to order their food a minimum of 10 minutes, prior to the end of their lunch hour. Eating during class time is not permitted.

### **Our Table**

“Our Table” is the name of the initiative developed by students and practiced on a daily basis in the cafeteria. The goal of this initiative is to have students recognize the value and positive impact of a common commitment towards respecting the space in which we all share. This initiative also facilitates and educates our students on the importance of daily sustainable practices.

### **Lunch Out**

Only members of the Grade 11 senior class are permitted to have lunch off campus on specific days. These days are chosen by the administration at the start of the school year. Grade 11 students must submit the required school form/permission slip, signed by their parents, in order to have the privilege of lunch out. Any student who is off campus without permission will meet with the Assistant Head, who will determine the appropriate consequence. In addition, student who choose to leave campus for lunch out must sign out and sign back in again with the Student Supervisor.

### **Evaluation**

At St. George’s, the academic year is divided into three terms and three reporting periods. A final mark is issued at the end of each grade. Please refer to the curriculum maps located on our website.

### **Guests**

If a relative or former student in good standing is visiting from out of town and the student would like to bring him/her to spend a day at school, that student must make a request at least 48 hours before the visit **and** obtain permission from the Assistant Head. The following protocol applies to all guests:

- All guests must sign in at the front desk.
- Guests are expected to follow all of t. George’s rules and regulations and to attend all of the classes with the host students, pending permission of the teachers affected. Please note that in cases where a teacher indicates a guest is not permitted to attend their class in that particular instance, the visitor may be asked to stay with the Student Supervisor until that class is over.
- The student host is responsible for introducing the guest to the teachers.

### **Homework**

Students will be given an agenda to use for keeping track of their homework. They are expected to have their agendas with them at all times, as teachers will require students to use them and may ask to see them during class. The agendas must also be brought to Advisor Period every day.

Teachers use an Online Academic Calendar to help students keep track of major assignments, projects, and test dates. Each grade’s calendar is available on our Intranet. Students must consult this calendar regularly and make sure that their agendas reflect the due dates posted on the Academic Calendar. Please refer to the ***Homework and Assignment Guidelines ; Appendix VI.***

### **Learning Commons Hours**

- Monday and Wednesday: 8:15 a.m. - 4:00 p.m.
- Tuesday and Thursday: 8:15 a.m. - 4:30 p.m.
- Friday: 8:15 a.m. - 3:00 p.m.

On occasion, the Learning Commons will be closed for meetings.

## **Lockers**

Individual lockers will be assigned at the beginning of each school year. The lockers must be used for coats, boots, personal items and extra books. Each student is expected to keep their locker in good condition throughout the year, and to keep it locked at all times. No personal or school-related items can be stored on top of the lockers at any time.

The assigned lockers are school property of St. George's and the school reserves the right to open lockers at any time should it determine that it is in the best interest of the institution to do so. Please note that Grade 7-11 students must bring their own locks.

## **Plagiarism and Cheating**

Plagiarism is not just about stealing someone else's words, but also about stealing ideas. Students are expected to display academic honesty when developing their research and writing skills, in order to present their own ideas.

Plagiarism is a serious academic offence and can jeopardize a student's academic progress in the school. Consequences of plagiarism are at the discretion of the teacher and/or administration. Cheating is copying or taking work from another individual and presenting it as your own.

Cheating is also willingly offering your work to another individual who, in turn, presents this work as their own. In both examples, it is contrary to St. George's philosophy of learning and is considered dishonest.

## **School Supplies**

St. George's will supply students with all the necessary textbooks. These books are loaned to students for the period during which they will be required and are expected to be returned in good condition. Lost or damaged textbooks must be paid for by the student or his/her parents. New books will not be issued until all books have returned or been paid for,

Students are responsible for bringing to school all other school supplies including paper, writing utensils, binders, folders, and other texts (for example: novels) required by their teachers. It is our expectation that students come prepared for class. If this is not being managed by the student, then he/she may be expected to stay after school to discuss the situation with the teacher.

## **Student/Parent/Teacher Conferences**

Two *Student/Parent/Teacher Conference* periods are scheduled during the school year. Students are strongly encouraged to participate in these conferences.

## **Technology- Student Responsible Use Policy**

Please review the *detailed Responsible Use Policy; Appendix IV*.

### **Electronic Devices**

#### **• Laptop Usage**

Hardware devices and software programs purchased and provided to the student by St. George's School of Montreal (hereafter referred to as the School) are to be used only for creating, researching, and processing school-related e-mail, documents, presentations, and Internet materials. Hardware devices and software programs are to be used ethically, lawfully, and appropriately at all times.

#### **• Cell Phones**

- Cell phones must be turned off or placed in silent mode prior to being placed in designated cell phone zones during all class time. They are not permitted to be in students' possession during all class time.
- Cell phones are not permitted in the cafeteria during junior and senior lunch time.
- Cell phones can be used before 8:20 a.m., after school and during a portion of student's

grade-specific lunch hour.

- Cell phone use is also not permitted during student assemblies and lectures.

- **Personal Listening Devices (PLDs)**

During class time PLDs are only permitted to be used at the discretion of the teacher or supervisor. For safety reasons all PLDs must be removed while moving about the school.

Any of the above-mentioned devices, and others which may not be specified here, may be confiscated by a teacher, staff member or a member of the administration, if used inappropriately. The device will be kept until the end of the day and the student may be required to meet with the Assistant Head, who will determine the appropriate consequence. In cases of repeat infractions, the device may be kept for an extended period. In this case, parents will be notified.

Please note that audio, photo and video recording in class is only acceptable with the teacher's authorization and must not undermine the school's ***Respectful Behaviour Policy; Appendix I.***

### **Valuables**

Students should avoid walking around with large sums of money or with valuable articles. The school requests that students keep large sums of money or valuables at home. If, on a rare occasion, a student is required to bring money or valuable items to school, then he/she may deposit them at the office for safekeeping. Any stolen or lost items should be reported to the Student Supervisor immediately.

**Note: The school is not responsible for lost or stolen money or personal property.**

## Appendix I

# Respectful Behaviour Policy

At the beginning of the school year, the **Respectful Behavior Policy** will be explained to students by their Advisor who will throughout the year, refer back to the policy as a reminder to students. Parents are asked to read the Handbook and become familiar with this policy as well.

### General Behaviour

St. George's recognizes the need and importance of individual expression and development. At the same time, the school sees itself as a community where a spirit of social cooperation is imperative in order to create a harmonious environment for all its members. To this end, the school attempts to create a non-authoritarian atmosphere based on cooperation and respect.

It is expected that students will relate to other members of the school community with understanding and sensitivity and that they conduct themselves in a reasonable and responsible manner.

There are five major offences, however, which warrant action and intervention by faculty/administration and which will not be tolerated:

- 1. Conscious disregard of and intolerance for the property of any individual** will be grounds for serious action on the part of the school, including suspension or expulsion.
- 2. Possession or use of alcohol, tobacco or any other drug which has not been prescribed by a physician** constitutes a serious violation of school regulations and may lead to suspension or expulsion.
- 3. Any conscious misrepresentation of the truth that violates the heart of the learning process or threatens the well-being of any individual in the school community** is grounds for serious action, including suspension or expulsion.
- 4. Any student who brings to school any object, such as a weapon, or any substance which may be construed by the administration as dangerous, not only to themselves but others, and/or who carries out any act or threat of violence or any conduct which could cause bodily harm or threaten the safety of others,** will be considered to be in serious violation of school rules. This could lead to suspension or expulsion.
- 5. Discriminatory intimidation by threats and personal vilification or harassment of students on the basis of their gender, sexual orientation, race, colour, handicap, religion or national or ethnic origin is prohibited.** Students who persist in violating this rule will be suspended or expelled.
- 6. All online behavior and communication must remain appropriate and respectful at all times. In addition, filming or photo taking of any St. George's community member without their consent is forbidden.**  
This behavior will be grounds for serious action on the part of the school, including suspension or expulsion.

The following procedures are expected to be followed in a discreet manner by all members of the community that are aware of, or are implicated in, a situation that infringes on an individual's right to a respectful environment.

The perceived "offender" (person demonstrating a repeated or serious lack of respect towards an individual, a group of individuals, or the school), will be dealt with through this step-by-step protocol. If a student is uncomfortable approaching the offender on their own, they should see a trusted adult immediately.

**Step One: When confronted with a situation that infringes on your right to a respectful environment:**

- Address the person being disrespectful, either face-to-face, or if it makes you uncomfortable, by telephone and document the conversation.
- State clearly and specifically, in a straightforward manner, what behavior you find objectionable and insist that it stop.
- If you feel uncomfortable with the situation, you can discuss it with a friend, a peer counselor, your Advisor, the Guidance Counselor, or any trusted adult.
- If this does not remedy the situation, proceed with the following step.

**Step Two: Follow up of the initial discussion with the perceived "offender"**

- If the behavior does not stop; inform your Advisor, Student Supervisor or another member of the staff immediately. Do so via email, in person or with your parents.
- Document these conversations either by using the school's Bullying Incident Report Form which can be obtained from the Assistant Head, or any other means you might be comfortable with.
- If you have tried to correct the situation yourself, with your Advisor or with another staff member, and you feel the situation remains unresolved, you may proceed to Step Three.

**Step Three: Inform the Assistant Head**

- Present the case, both verbally and in writing, to the Assistant Head, who will mediate and attempt resolution. A meeting will take place and those involved will be interviewed separately. Parents will be informed; consequences and a plan will be developed to assist in the needed change in behaviour(s).
- If you have attempted to put an end to the situation with assistance of the Assistant Head and the problem persists, you should ask him/her to proceed to Step Four.

**Step Four: Inform the Head of School**

- At this point, you will be required to sign a formal complaint and submit it to the Head of School. It will include details of the alleged offensive behaviour and the steps you have taken to stop it.
- The Head of School will then deal with the situation at his discretion. This may involve informing the Board and/or the police, with the appropriate disciplinary consequences.
- In the case of a formal complaint, the Head of School can refer the case to an ad hoc consultative disciplinary committee composed of teachers, administrators, senior students (peer counsellors and/or elected student council members), and parents to determine the next course of action.

**Parental Responsibility**

Parents should exercise reasonable care, supervision, protection, and control over their children. Parents are responsible to attend any and all meetings deemed necessary by the school if their child is involved in any form of acts of violence, intimidation, and/or bullying.

**Consequences of Inappropriate Behaviour**

There are consequences for students who do not demonstrate behaviour that reflects the philosophy of St. George's School, where standards are high and mutual respect is the expected norm. Respectful behaviour is constantly encouraged and reinforced at school. However, in cases where students do not demonstrate the expected behaviour, there are appropriate consequences. While individual

situations are taken into consideration, the ultimate consequence of repeated misbehaviour, or an isolated and serious act of inappropriate behaviour, is expulsion from the school.

Consequences may include the following:

- Verbal and/or written apologies.
- Counselling
- Behavioural contracts
- Suspension, in school or out of school, depending on the severity.
- Expulsion
- Police intervention

### **Early Intervention Measures**

With the exception of severe incidents, all initial comportment issues are addressed by the Teacher, Advisor or Student Supervisor. Should the unacceptable behaviour continue or escalate:

1. The Student Supervisor will determine and impose required disciplinary measures according to predetermined guidelines and inform the Assistant Head of the incident and consequences. Any relevant documentation will also be forwarded to the Assistant Head. The student and his/her parents will be notified to this effect in writing.
2. The Assistant Head will meet with the student and parents to identify the problematic behaviour and the attempts made thus far to facilitate a change in the behaviour.
3. Following the meeting, the Assistant Head will provide a written summary to the parents, the Student Supervisor and the Head of School and include a plan of action to change the behaviour. If the behavior continues, a second meeting with the Assistant Head, the parents and the student will be called to further work on the situation.
4. If, after the 2nd meeting, there is insufficient change in behaviour, further disciplinary action may be taken in accordance with the following process.

### **Disciplinary Measures**

In cases where preventative measures above are ineffective, the following measures will be taken:

#### **Level 1: Dismissal from Class/Assignment of Consequences**

1. The Student Supervisor informs the student and parents (guardians) of the reasons for removal and assignment of detention.
2. The student and/or the parents (or guardian) shall be given an opportunity to discuss the action with the Student Supervisor.
3. If necessary, the Assistant Head will render a final decision and inform the student and/or parents verbally.

#### **Level 2: Removal from Building/Suspension**

1. The Student Supervisor or Assistant Head will inform the student and parents (guardians) verbally when the student must be removed from school.
2. Formal written notice is subsequently sent to confirm the decision to remove or suspend the student. Suspension may be internal or external and is determined based on the nature of the incident. The written notice will include a description of the incident that has taken place and the proposed disciplinary consequences.
3. The student and parents (guardians) may request a meeting to discuss the decision; however, the final decision rests with the Assistant Head. Following such a meeting, this decision is rendered in writing and will include written notice of the incident and the resulting actions taken by the school administration.

### **Level 3: Expulsion**

Only the Head of School has the authority to expel a student. Although expulsion is a last-resort measure, the Assistant Head may recommend this action to the Head when a student demonstrates no intention to correct the unacceptable behaviour despite repeated detentions and/or suspensions or, when the behaviour deteriorates. The Head's decision is conveyed in writing to the student and the parents (or guardians).

### **Level 4: Appeal Process**

The student and parents may appeal a decision to expel by taking the following steps:

1. Written notice of appeal must be sent to the Head within 24 hours of the notice of said decision. This notice must detail the reason(s) for the appeal. If the parties appealing the decision of the school administration are represented by legal counsel, the Head of School must be notified to that effect twenty-four (24) hours in advance of the hearing.
2. In response to the appeal request, a hearing will be scheduled by the Head of School with the student and parent(s)/guardian(s) and the Board President.
3. All parties will be given an opportunity to present their version of the facts. The meeting will be conducted by the Head of School who shall make a determination in conjunction with the Board President upon the evidence presented at the hearing.
4. A decision will be rendered within 24 hours of the hearing and will be forwarded to the parent(s)/guardian(s).

### **Level 5: Appeal of a Decision to the Ombudsman**

The parent(s)/guardian(s) shall have the right to appeal the School decision to the Student Ombudsman within five (5) calendar days of receipt of the School's final decision.

The request for Ombudsman review must be sent, in writing, to the Board President and must include specific reasons for the appeal. The Ombudsman and Board President will review all documentation and minutes of previous relevant meetings and render a final decision which is not subject to further appeal.

## Appendix II

# Overnight School Trip Policy

### Code of Student Behaviour

**Courtesy** towards every person who participates in the trip, including staff, students, bus drivers, guides and residents of all locations visited.

**Care** in the use of hotels and vehicles, and when visiting museums, historical sites, restaurants and stores.

**Common Sense**; student responsibilities include:

- Arriving on time and being prepared;
- Taking full responsibility of one's own belongings (luggage, money, clothing);
- Observing the regulations prohibiting the use of alcohol and drugs.

### Travel Rules and Information

Above all, keep in mind that the trip is a moving classroom. All expectations outlined in the following sections of this handbook will apply:

- Appendix I: Respectful Behavior Policy
- Appendix III: Environmental Policy
- Appendix IV: Technology Responsible Use Policy

### Medical Information and Emergency Protocol

To ensure each student's safety, we require the **medical information** in the family profile be kept up to date. It is essential that the information be reviewed prior to each trip so that the most up-to-date information is available in the event of emergency. A student may not participate in a trip without completion of the **medical information**.

If a home emergency occurs and a parent must reach a student, they should contact the school. Please be sure that the school has the necessary information to contact parents at all times.

Parents are encouraged to attend any Parent Information Session offered to obtain specific details about school trips

### Safety Guidelines

All students must follow the safety and behavioral guidelines set forth by St. George's School, as well as those of the hotels, restaurants, theatres, museums and the transportation sub-contractor used during the trip.

### Relaxation Time/ Adult Supervision

Some periods of time have been built into the schedule when students are not directly Here are some key steps which must be followed by all students on a school trip:

- Follow the trip rules, even when traveling in a small group.
- Stay in groups of at least three people.
- There are definite curfews times established for each indirectly supervised period.
- Carry the name and address of the hotel and \$20 emergency cash at all times. These should be hidden on their person, but not in their wallet.
- Do not fraternize with local people or wander off to isolated places

## **Risk Factor Avoidance in Supervised Situations**

All activities that are directly supervised by staff members will be described to the students. All risks and safety guidelines will be reiterated to the students and parents before each activity.

## **Risk Factor Avoidance during Indirectly Supervised Activities**

Preceding any activity which is not under the direct supervision of a staff member, all risks that staff members can imagine or foresee will be communicated to students. It is expected that all students will use prudent judgment, act appropriately and stay in groups of no less than three.

A cellular phone number will be distributed to each student, to be used in case of emergency. Students will always be aware of where they can find or contact a staff member. A specific list of unsupervised activities will be outlined on each trip itinerary.

## **Homework and School Attendance**

Aside from the scheduled absences, students are not to miss any school as a result of their participation in a school trip. All homework and assignments must be complete, as usual.

## **Identification**

For trips within Canada, students are required to bring their St. George's Student ID Card and one other form of personal identification.

For those trips which are outside of Canada, everyone crossing the border **MUST** provide a passport which is valid for at least 6 months. Any student who is not a Canadian citizen must ensure proper visa documentation. **It is mandatory that each student provide the trip organizers with a photocopy of their passport.**

## **Drugs, Alcohol and Other Violations**

The staff will take action in response to any flagrant breach of behavioral guidelines, to any alcohol or drug-related incident or any violation of local legal statutes. If a student is involved in such incidents, they will be sent home at the parent(s)' expense and will face further consequences, which may include expulsion. If legal charges are made against a student who violates legal statutes, the involved student's parent(s) will be responsible for his/her child's welfare from the time of arrest onwards, at their expense.

## **Use of Hotel Rooms**

Immediately on arrival, students must check their hotel room and report any damage. Any subsequent damage that occurs during the use of the room will be for the account of the student and/or his/her parents. Students should respect the rights, property and privacy of others. Every student is expected to retire to their room in the evening, at the required time, and to remain quiet. Students may NOT charge any phone calls or room service to the hotel bill.

## **Room Allocations**

Room allocations are made prior to the trip. Under no circumstances are students to arrange room changes amongst themselves. Room arrangements may be changed by the hotel staff or the student chaperones only.

## **Meeting Times**

Some mornings and evenings, students may be asked to attend a group meeting to discuss

the itinerary, distribute tickets etc. Attendance at these meetings is compulsory.

### **Punctuality**

Students must be punctual for all meetings. Students will be clearly notified of all departure times, will receive wake-up calls, and must be at the bus prior to departure time.

### **Dress Code**

The St George's dress code applies for the duration of all trips.

### **Meals**

The student must attend all scheduled meals.

### **Visits with Friends and/or Relatives**

We are on a very tight schedule. No student will be permitted to miss a scheduled activity. This is primarily a school trip; family or friends may therefore only join an activity or meet a student if the student receives advance approval from the trip leader.

### **Varia**

There may be some brief critical thinking exercises and activities to be done during the trip and some will also have guided tours. These activities are designed to enrich the student's experience, so we encourage each student to participate and enjoy! Although they're not for marks, they are compulsory. We want to hear student's opinions and we value their creative input.

### **Conclusion**

Please remember that, when traveling together on a school trip, we are ambassadors of St. George's School of Montreal, of Quebec and of Canada. As such, we are expected to conduct ourselves accordingly.

## Appendix III

# Environmental Policy

### Eight Key Elements

This policy is based on the following key elements:

1. **Respect**
2. **Responsibility** *for how we live in this world and the impact we have on others and on the planet*
3. **Re-evaluate** *our values and systems on an ongoing basis*
4. **Restructure** *our economic systems and business practices*
5. **Redistribute** *wealth and resources locally and globally*
6. **Reduce** *consumption*
7. **Reuse**
8. **Recycle**

### Participation

This policy will be successful with the full participation and cooperation of the entire St. George's Community, which is defined as follows:

- Teachers
- Students
- Administration
- Office Staff
- Custodial Staff
- Kitchen/Cafeteria Staff
- Parents (past and current)
- Alumni
- Committees: Finance, Education, Advancement, Buildings & Grounds, Marketing, Nominating and Parent Activities Committee
- Science and technical support
- Outsourced workers/contractors
- All other support personnel engaged by St. George's

### Implementation

A team-based approach is the key to a successful environmental policy and ideas must come from within the St. George's Community, so that we all feel a sense of ownership and pride. Over time, as the policy is articulated through projects that are created and validated, models of implementation will be developed. A map has been created as a guideline and tool to illustrate the dynamic of this process.

*Environmental Policy adopted by the Board of Directors.*

## Appendix IV

# Technology Student Responsible Use Policy

### Laptop Usage

Hardware devices and software programs purchased and provided to the student by St. George's School of Montreal (hereafter referred to as the School) are to be used ethically, lawfully, and appropriately at all times.

Students are strictly forbidden to access other students' or teachers' laptops or e-mail accounts, either directly or remotely, without express permission of the student or teacher.

Software programs rated for ages 17+ are not permitted to be installed on the School laptop. In addition, any software titles featuring content inappropriate for a school environment, including but not limited to violence, sexual content, drug references, and inappropriate language, will not be permitted to be used on School grounds. Electronic gaming of any kind is allowed **only before 8:20 AM and after 3:00 PM**.

During the hours of 8:20-3:00, laptops can only be used in the following places:

- In class (with teacher permission)
- Learning Commons
- Student Lounge computer bar

Repeated violations of these rules will result in confiscation of the laptop and a meeting with the Assistant Head, High School.

Student laptops are subject to random remote monitoring from the Technology Department at any time while on School grounds to verify compliance with the AUP.

### Asset Administration

Given the liabilities and responsibilities of the School, and given that the School owns, distributes and maintains this hardware, no alterations, upgrades, or modifications should be made to hardware and software purchased by the School and provided to the student, unless approved in writing by the Technology Department. An exception to this is software updates which will be installed, usually without user interaction (or must be installed by the employee immediately upon request by the Technology Department). The School retains ownership of all hardware and software provided to the student, and can recall the equipment at any time. The student should ensure the hardware devices and software programs provided by the School are protected from theft and physical damage using reasonable precautions. For example, laptop computers should never be left unattended while traveling or in a parked vehicle.

As the laptop is the property of the School, users are not allowed to deface the hardware in any way, including stickers, tape, labels, pencil or ink, or anything else that alters the appearance of the hardware. Similarly, users may not remove or deface any labels already placed on the hardware, including serial numbers, asset tags or borrower name tags.

## **Software Installation / Removal**

The School uses a standard set of software installed on every laptop to ensure that every student has the necessary tools for day-to-day work, as well as to protect the integrity and security of the School's network. It is therefore not permitted to remove any pre-installed software, alter security settings, create additional user accounts, or in any way bypass any technology the Technology Department has installed. Students may install additional software, provided it does not interfere with any school software or settings, and that the student owns a legal, retail copy of the software.

Students must take precautions to maintain a secure, well-functioning computer, including, but not limited to, staying away from malicious and inappropriate websites and only installing trusted software.

It is strictly forbidden to install any file-sharing software, such as Bittorrent, on the laptop or any School computer.

Students whose laptops require repeated servicing due to inappropriate use will meet with the Assistant Head, High School to discuss the issue.

## **Laptop Repair / Loan**

If a laptop becomes damaged or inoperable in any way, it should be brought immediately to the Technology Department, who may, depending on the situation, repair the laptop immediately, order a replacement part, send the laptop for repair, or replace the laptop entirely. A loaner (if available) will be supplied to the student until their original laptop is repaired or replaced. All School policies will apply to the loaner laptop, and the student will be responsible for it, as they are for their original one. Students will be contacted via e-mail when their laptop is ready to be picked up.

- Any repairs due to defects in manufacturing or that are covered under the AppleCare warranty are free of charge.
- Any repairs due to accident or negligence resulting in the repair or replacement of individual parts will incur a charge of up to \$250.
- Any repairs due to spillage or that require the full replacement of the computer will incur a replacement charge of up to \$500.
- Computers that are stolen or lost will require full replacement cost of the computer, as determined by St. George's School of Montreal.

An initial payment of \$500 is required from each student upon receipt of their laptop from the School. If no such repairs are required to the laptop while it is in the student's possession, the amount of \$500 will be reimbursed to the student upon the School's receipt of the laptop, at the time of the student's departure from the School.

Students may be required to pay for the full replacement cost of the laptop repair if the damage is determined to have been caused intentionally or due to gross negligence.

Students who do not bring their laptop to school may borrow a laptop for the school day (if available). After the third occurrence, the student will not receive a laptop and will be sent to the Assistant Head, High School to discuss the reoccurring situation.

Please note that the hard drive of the computer will sometimes be re-imaged during a repair process, meaning that any applications that have been installed by the student will have to be re-installed. Students should also back up all critical documents on removable media or a cloud service before bringing their computer for repair.

## **Violations**

Misuse or abuse of School property could result in disciplinary action leading up to and including laptop revocation, suspension or expulsion. Depending upon the nature and severity of the violation, criminal penalties could apply, as well. For further clarification, contact the Technology Department.

**Laptops are subject to random inspections during school hours from the Technology Department, locally or remotely, without prior warning**

## **Restitution**

Should a student fail to return School-provided equipment and software within 3 business days upon withdrawing from the School or at the request of the Technology Department, or if a laptop is lost or stolen, the parent shall pay the School the current market value as determined by the School.

Students are responsible for all peripherals. They will be charged the replacement cost of any missing peripherals, such as AC adapters.

## **Equipment Borrowing**

St. George's School makes many forms of technology available to students for use both in and out of the classroom. These include digital cameras, scanners, printers, projectors, video cameras, etc. Students are permitted to sign out such equipment for pedagogical purposes throughout the school day.

- All equipment must be signed out by a member of the Technology Department
- Students must return equipment in the same condition in which it was borrowed and inform a Technology Department member if they notice any damage to the equipment
- Unless otherwise specified, students must return the equipment at the end of the period
- Students who do not return equipment by the specified time will have their borrowing privileges suspended
- Parents of students who damage or lose any School equipment may be held responsible for the cost of repair or replacement

## **Internet**

With access to computers and people all over the world also comes the availability of material, which may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control all materials and an industrious user may discover controversial information. St. George's firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the School.

These guidelines are provided here so that users are aware of the responsibilities they are about to acquire. In general, this requires efficient ethical and legal utilization of the network resources. If a St. George's user violates any of these provisions, the administration will deal with the matter in accordance with the severity of the violation.

1. **Responsible use:** The use of School computers must support education and research and be consistent with the educational objectives of St. George's School. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material that is objectionable is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
2. **Network Etiquette:** Users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:
  - Be polite. Do not be abusive in your messages to others and do not use coded messages.
  - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
  - Do not reveal your personal address or the phone numbers of students or colleagues.

- Note that e-mail is not private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
  - Do not use the network in such a way that you would disrupt the use of the network by other users.
  - All communications and information accessible via the network should be assumed to be private property.
  - Hate mail, harassment, discriminatory remarks and other antisocial behaviours are prohibited on the network. Therefore, messages should not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry or hate.
  - From time to time, St. George's School system administrators will make determinations on whether specific uses of the network are consistent with the responsible use practice.
3. **Monitoring:** Please note that all internet activity within the School is monitored and logged. This applies to administration, faculty and students.
  4. **Archives:** Email sent and received through school accounts are archived for 5 years for all users.
  5. **Information:** Any information obtained via the internet is at the user's own risk and the School specifically denies any responsibility for the accuracy or quality of information obtained through its system.
  6. **Plagiarism:** Copy and pasting information from the internet is considered plagiarism unless the website is properly cited.
  7. **Financial Responsibility:** The School is waived of any responsibility for any financial obligations incurred by system users.
  8. **Filters:** The School uses a filter to restrict access to sites which fall into the following categories: Academic Fraud, Adult Themes, Adware, Alcohol, Drugs, Hate, Nudity, P2P, Parked Domains, Pornography, Proxies, Tasteless, Tobacco, Weapons and Web Spam. Any attempt to bypass the filter or monitoring system will result in suspension of computer privileges, and possible disciplinary action. Any blocked site that a student feels is appropriate for school use can be reported to the Technology Department who will review the contents and unblock it at its discretion.
  9. **Copyright:** Users are responsible for following copyright laws at all times when using school equipment and services. This includes, but is not limited to, legal use of video and audio files and streams on the internet. Examples of responsible use are downloading or streaming of music from services such as iTunes, Spotify, Google Play Music, and online radio stations. Responsible video use includes downloading or streaming of videos from iTunes, Netflix, Crave, and broadcasters' websites. Examples of unacceptable use include downloading or streaming copyrighted music or videos without purchase from third-party sites (ex. Project Free TV), using software to access services in a geographic region other than the one you are currently in (ex. accessing US Netflix from within Canada), using software to download music from YouTube and storing it on your computer, and others. Copyright infringement is illegal and violations will result in loss of use of the device or service. This applies to ALL school-owned or leased internet-accessible devices (computers, phones, tablets, etc) at all times (school or home), and all personally-owned devices when using school-provided internet.

### **Media Usage**

All photos, videos or other media uploaded to the School, including GAFE (Google Apps for Education), the School file servers, website, or any other School-run network or server, immediately becomes the property of St. George's School and can be used with or without permission of the original photographer or subjects in any form of publication, offline or online, at the discretion of the School.

## **Social Media**

Teachers and staff at the School are not permitted to "friend" currently enrolled students on any social-media website, including, but not limited to, Facebook and Google +.

Students posting videos to YouTube or any other media-sharing site, while either in the capacity of a St. George's student or being recognized as representing St. George's, such as wearing an insignia or St. George's t-shirt / sweatshirt, even outside of school, is not permitted without express permission from a teacher.

## **Internet Devices**

Access to the internet and network is exclusive to St. George's devices. Personal cell phones, PDAs, MP3 players and any other devices that are wireless-ready may or may not be granted access to the internet or network at the discretion of the Technology Department.

## **Printing**

There are several printers throughout the School available for printing. Printing is free for students only on printers designated for student printing. It is important that students print only what is necessary. Examples of misuse include (but are not limited to):

- printing entire websites;
- printing PowerPoint presentations or class notes provided by the teacher;
- printing the same document multiple times or to several printers.

## **Backup**

Students are responsible for backing up their own work. Because documents are kept on the laptop hard drives, the School has no way to recover data lost due to broken, damaged or defective hard drives, computer loss or accidental deletion or corruption. Teachers have been told that in most cases, data loss is not a reason for late submission of work.

All school work should be kept on Google Drive. It is highly recommended that students use an external hard drive or cloud service in conjunction with the laptop's backup function (Time Machine) to keep sufficient backups of all important documents.

## **Updates to RUP**

The Responsible Use Policy is subject to change. All users will be notified of any such changes via e-mail.

Last revised: Tuesday, June 25, 2019

## Appendix V

### High School Late Policy

Punctuality is an important and appreciated life skill, whether in a school, at work or in a social setting. Being on time for class is critical to classroom success, as interruptions disturb the teacher and fellow students, and negatively affect the flow of the lessons in progress.

The school understands that, from time to time, there will be extenuating circumstances which may cause students to be late first thing in the morning. At the discretion of the Student Supervisor, these may be considered as *excused* late arrivals. Although the school believes in positive reinforcement to change behavior, and tries to stay away from punitive measures, a tally system is employed for those instances of late arrivals in the morning which are not *excused*. All late arrivals after the first period of the day will automatically count in the tally.

This policy is designed to teach our students the importance of punctuality, and to encourage them to respect their obligations and show up for their commitments on time. Consequences for late arrivals will be applied when any of the following situations occur:

- More than two unexcused late arrivals in a given week
- More than four unexcused late arrivals in a month
- Any unexcused late arrival, once a student is already in the building (i.e.: Periods 2, 3 and/or 4)

In all of these instances, the student, the advisor and the Assistant Head will be informed by e-mail. If the problem persists, the Administration may choose to set up a formal meeting with the parents/guardian.

## Appendix VI

# High School Assignment & Homework Guidelines

In keeping with our student-centered approach to teaching and learning, it is important to recognize that assignments and homework are an important part of each student's academic success. Homework and assignments must therefore be done properly and handed in on time. This will help students to solidify their understanding, think critically, problem solve, create, grow and respect deadlines.

### Guidelines

Students are expected to turn work in on time. Students who turn in late assignments on a consistent basis will receive any of the following consequences, at their teacher's discretion:

- Partial mark deduction
- Late assignment/homework contract
- Communication with advisor and parents
- Lunch or after school catch up time with the teacher

Students who miss homework because of an absence may receive, at their teacher's discretion, the opportunity to make up missed work. It is the student's responsibility to ask for the work missed due to illness or absence. In the case of a planned absence, it is the student's responsibility to make arrangements to obtain and complete work that will be missed.

Teachers may apply the above-mentioned late consequences in cases of:

- Poor student organization
- Procrastination
- Work and/or deadlines are not clear to student
- Student is involved in time-demanding ECAs

### Definition of Work and Penalties

In the HS, there are three types of work given to students to complete outside of class:

#### 1. **Projects or Large Summative Assignments**

These require sustained independent work over time, and are given to students to transfer the content and skills taught over a unit. In general, these assignments count toward the student's grades on the report card for a significant amount of evaluation and are attached to grade penalties if the student doesn't complete them on time. In the case of extenuating circumstances (and at the teacher's discretion), a modified deadline for summative assignments may be granted.

#### 2. **Small Assignments**

Small assignments demonstrate partial competency during a unit in development, and may be assigned grades on the report card. Failure to complete these assignments on time will in general result in a lunch or after school meeting with the teacher to ensure support and/or determine the nature of the difficulties in handing in the work. Penalties may be given for late submission. Advisor and parents are notified of late work and penalty if applied.

### 3. Daily Homework

This type of work is meant to reinforce the integration of concepts and skills taught in class. For the most part, this work does not count (or counts for very little) but must be completed in order to ensure competency development. They are usually followed by in-class quizzes, activities and discussions that reintegrate this content for transfer (formative assessment). These quizzes and activities are the basis for the teacher's ongoing assessment of each student's progress, and may be graded depending on where they fall in a unit.

Failure to complete daily homework on a consistent basis leads to advisor and parent notification, and a homework contract may be issued. This contract is used between teacher and student to determine a clear plan of action in order to improve the situation.

The following criteria may be added to projects and long-term assignment rubrics:

	5	3-4	1-2
<b>Timelines and Presentation</b>	<ul style="list-style-type: none"><li>Submitted polished work at the beginning of class.</li><li>Met all assignment and homework guidelines (format, revision, labeling, etc.).</li><li>Made use of all resources (assignment instructions, rubric, checklist, etc.).</li></ul>	<ul style="list-style-type: none"><li>Submitted after the beginning of class.</li><li>Adhered to several, but not all, assignment and homework guidelines (format, revision, proofing, etc.).</li></ul>	<ul style="list-style-type: none"><li>Submitted late.</li></ul>

## Appendix VII

### Resources

#### Confidential Community Resources for Adolescents

**CLSC Metro** 1801 de Maisonneuve Blvd. W., Montreal, QC (514) 934-0354

**CLSC de Côte-des-Neiges**

5700 Chemin de la Cote-des-Neiges, Montreal, QC (514) 731-8531

**EMERGENCY**

Jewish General Hospital (Teenage Health Unit) (514) 340-8242

Montreal Children's Hospital (514) 412-4481

Ste. Justine's Hospital (514) 345-4721

**HOTLINES**

Kids Help Phone (24/7) 1-800-668-6868

Face à Face Listening and Referral Centre (514) 934-4546

Jewish General Hospital Adolescent Hotline (24/7) (514) 340-8253

Tel-Jeunes (24/7) 1-800-263-2266 *or*  
(514) 600-1002 (text)

Project 10 (514) 989-4585

Gai Écoute (514) 866-0103

SOS Family Violence (24/7) 1-800-363-9010

Suicide Action Montreal (24/7) (514) 723-4000

Centre pour les victims d'agression sexuelle de Montréal (24/7) (514) 934-4504

**OTHER HELPFUL RESOURCES**

Bathshaw Youth and Family Centres (Youth Protection) (514) 935-6196

Ami Québec (514) 486-1448

Head and Hands (514) 481-0277

Agence Ometz (514) 342-0000

Centre de réadaptation en dépendance Foster (514) 486-1304