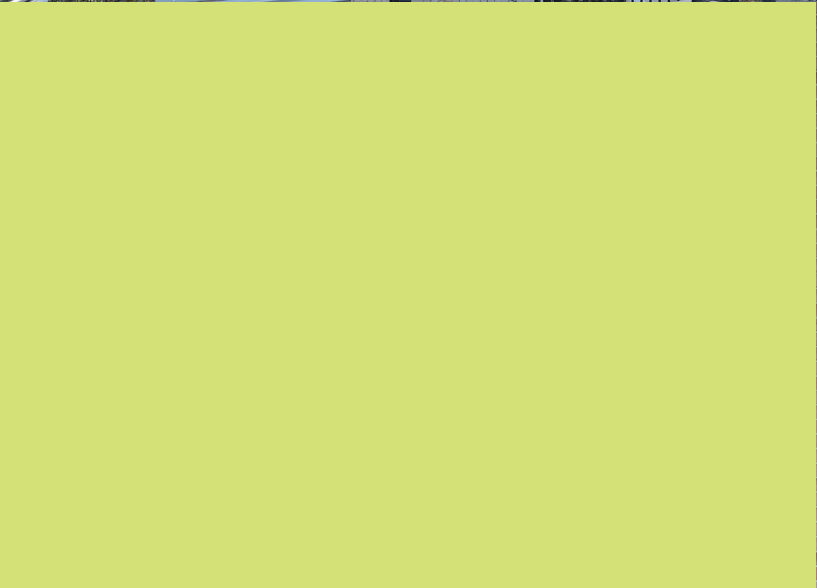




# STUDENT PARENT HANDBOOK

Revised November 4, 2024



Authentic Individuals. Inspired Futures.

## Elementary School Campus

3685 The Boulevard  
Westmount, QC H3Y 1S9

## High School Campus

3100 Le Boulevard  
Montréal, QC H3Y 1R9

514-937-9289

[communications@stgeorges.qc.ca](mailto:communications@stgeorges.qc.ca)  
[stgeorges.qc.ca](http://stgeorges.qc.ca)

# Our Vision

Authentic Individuals. Inspired Futures.

## Our Mission

Our community inspires students to discover joy and passion in their learning, purpose in their lives, and the confidence to express their unique selves in a nurturing, inclusive, and collaborative environment.

## Our Philosophy

St. George's School of Montreal offers a child-centred, progressive educational environment that cultivates intellectually curious, passionate, lifelong learners. Our collaborative and experiential approach fosters the development of complex thinking skills and empowers students to grapple with real-world challenges while demonstrating empathy and social responsibility. Our 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.

# Our Founding Principles and the values that define us



## Health must come first

A healthy school community is one where its members act with **integrity**, and **respect** the physical and social emotional wellbeing of one another.

## Learning comes from doing

Developing a lifelong love of learning begins with the **courage** to explore, experiment, and express oneself through inquiry, action, and **perseverance**.

## The classroom should be freed from unnatural restraints

**Original** experiences and environments are fundamental to authentic learning. Our students are empowered to discover their passion and purpose through real world **exploration**.

## Adapt education to the differences of the individual child

An **empathetic** and **creative** approach to teaching and learning supports the fulfillment of individual potential and the emergence of original and resilient critical thinkers.

## Group-consciousness and social-mindedness should be developed

Meaningful community engagement inspires our changemakers to positively influence a sustainable future through compassion, **optimism**, and **stewardship**.

## The child should have abundant opportunity for creative expression

Every child should have broad and diverse opportunities to foster **curiosity**, express creativity, and develop the practice of everyday **leadership**.



Integrity



Respect



Courage



Perseverance



Originality



Exploration



Empathy



Creativity



Optimism



Stewardship



Curiosity



Leadership

# St. George's Leadership Team



## **Michael O'Connor**

Head of School

## **Marc Balas**

Chief Financial & Operating Officer

## **Ioanna Barkoulas**

Human Resources Service Partner

## **Kathay Carson**

Senior Director of Strategic Enrolment

## **Aidan De Jean**

Elementary School Principal

## **Rayna Goldman**

Director of Advancement

## **John Narváez**

Head of Teaching & Learning

## **Sarah Neeff**

High School Principal

## **Kim Segal**

Director of Marketing & Communications

## **Rachelle Shi Shun**

Senior Manager of Finance & Administration

## **Aaron Stamboulieh**

Senior Manager of Technology

## **Thitu Sydney**

Manager of Facilities



# Collaborative Partnership

Collaboration is a core tenet within the St. George's community through shared problem-solving, decision-making and accountability. This is encouraged and fostered amongst all constituencies.

## **What does collaboration look like at St. George's?**

- Student voice and choice is always part of and at the heart of the decision-making process. Students are consulted and given the opportunity to co-create their learning experience.
- Daily interactions, planning, engaging, and supporting student learning and well-being have a community-based team approach since faculty and staff are key contributors to the classroom and student life experience.
- The partnership between home and school is a foundational component in service of our students' needs and philosophical approach. Our lines of communication remain open through informal and formal discussions, breakfast meetings, parent/guardian interviews, volunteering opportunities, and events.

Our philosophy and practice cultivates the ongoing growth and development of our students from a whole-child perspective which, in turn, creates a shared experience and positive school culture amongst all members of our community.

## Absence, Late Arrivals and Early Dismissals

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, parents are asked to notify the school by 8:00 a.m. on the given day, indicating the reason and duration of the absence.

It is expected that medical/dental/personal appointments will be scheduled outside class time. Having said that, it is understood that it is sometimes necessary to book weekday appointments. In those instances, parents are asked to inform the school of any late arrival by email or phone call prior to 8:15 a.m. on the given day. If a student requires an early dismissal to attend an appointment, parents are asked to notify the school by email or phone call at least one hour prior to the designated dismissal time. Students will not be permitted to leave the premises unless a communication has been received from the parents.

Phone: **514-937-9289**

Elementary School: **[absence.es@stgeorges.qc.ca](mailto:absence.es@stgeorges.qc.ca)**

High School: **[absence.hs@stgeorges.qc.ca](mailto:absence.hs@stgeorges.qc.ca)**

## Absence of Parents/Gardiens

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 acting as guardian, address, and telephone numbers.

## 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 Parent Page of the school website **[www.stgeorges.qc.ca/parents](http://www.stgeorges.qc.ca/parents)**

## 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. It is encouraged to communicate with our faculty and staff within school hours until 6:00 p.m. We will do our best to reply within 48 hours. If you need immediate assistance, please call the school directly.

## Athletics Uniform Policy

The Physical Education department is responsible for ensuring that students show up to physical education class in mandatory clothing. In addition to appropriate athletic footwear with non-marking soles, the following items are part of the **Mandatory Uniform for Phy. Ed classes**.

They can be purchased online at [www.stgeorges.qc.ca/clothingstore](http://www.stgeorges.qc.ca/clothingstore).

### Elementary School

- St. George's Shorts
- St. George's T-shirt
- St. George's Zipped Hoodie
- St. George's Pants

### High School

- St. George's Shorts
- St. George's T-shirt
- Athletic Leggings

## 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 or an Elementary School Physical Education teacher. Please note that families are responsible for the replacement cost of any unreturned items.

Athletes not attired in the team uniform will not be permitted to play.

## Dress Code

The following **Student Dress Code** has been carefully and dutifully constructed to facilitate an environment that melds both freedoms of stylistic expression with modern-day expectations of professionalism. 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, Student Leaders and Parents.

### The following expectations apply to all learning environments on and off campus:

- Undergarments must not be visible.
- Pants, jeans, shorts, and skirts are to be securely fastened to ensure undergarments are not visible.
- Shorts and skirts are permitted. Bottoms cannot be shorter than mid-thigh.
- Manufactured rips on bottoms and/or tops are acceptable but undergarments must not be visible.
- T-shirts may have logos and images but they should not be offensive or inappropriate for a school setting. More specifically, logos or images such as depictions of nudity, profanity, discrimination, illegal activity, or culturally insensitive language or imagery is not accepted.
- See-through or mesh garments are permitted as long as there is proper coverage underneath and undergarments are not visible.
- Athletic-style tank tops and muscle shirts (i.e. basketball jerseys that droop below the underarm) must be worn with a t-shirt underneath (except when playing a sport).
- Some courses and/or activities may require specialized attire, such as gym uniforms or lab safety equipment. Please follow all necessary guidelines as it pertains to that course.
- Hats and caps are encouraged during outside play but must be removed when entering the building.
- Hoods are not to be worn in school.
- Sleepwear is not permitted except on special school spirit days (i.e. pyjama day).
- Hats, coats and boots are to be stored in the student's assigned locker/cubby.
- Sunglasses are not to be worn inside the building.
- Nail polish is permitted and at the student's discretion.
- Wearing of religious coverings or traditional clothing is permitted and supersedes any aforementioned prohibition.
- Hair colouring is permitted.



## Dress Code (Continued)

**The following applies only to High School students; these items are NOT permitted for Elementary School students:**

- Muscle shirts, tank tops, crop tops, and low-cut tops are acceptable but the neckline must not plunge below one's underarm line AND must not fall higher than the top of one's belly button. Strapless tops are not permitted.
- While undergarments must not be visible, the bra strap is an exception when wearing certain tops (i.e. tank tops, etc.). It is the only part of the bra that is permitted to be shown.
- Facial piercings are allowed. While this is the dress code for the school, when participating in specific activities, please refer to their specific dress code (sports, ambassador, etc).
- Make-up is permitted and at the student's discretion.
- AirPods or other headphones are not permitted except in these special circumstances:
  - before and/or after school
  - in class with the teacher's given permission
  - at lunch (classrooms, Student lounge, and Learning Commons ONLY)

## Mask Etiquette

The safety of our students, staff and faculty is always our number one priority at St. George's School of Montreal. As such, proper mask etiquette will now be considered as part of our school dress code. When required, procedure masks must be worn above the nose, covering the mouth and fastened securely. Failure to do so is a violation of the school's dress code. Any subsequent changes to this rule will be made public to all students and will act in accordance with public health and safety guidelines.

## Dress Code Enforcement

Staff and faculty will intervene, as needed, to ensure the dress code is being respected. They will enforce the dress code in a discreet and respectful manner by seeking one-on-one interactions with students to privately discuss the dress code infraction.

The final interpretation of the dress code is at the discretion of the Administration. Students who do not meet the dress code will be asked to change their clothing. Parents may be notified, should there be any concerns.

## Dress Code (Continued)

### Fashion Trends

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 during school events meet the outlined expectations for our learning environment. If a student is uncertain about whether a particular article of clothing is appropriate, they should address those concerns with their Homeroom teacher (Elementary School) or Advisor (High School).

### Emergency Drills

Drills are practiced several times throughout the year. This supports a safe environment and equips students with the knowledge they need in the event of an emergency. They include lockdowns, fire drills and evacuation practices.

### Emergency Drills

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 Founding Principles, 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.

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.)

## 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 their family profile and are then expected to edit at any time throughout the year if/when 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 outlined in the *First Aid* and *Serious Illness or Accident* sections of this handbook will be followed.

## First Aid

Although the school does not have a nurse on staff, there are staff members certified in first aid who will respond accordingly, as required. If your child comes home with an injury, please inspect it further and do what you think 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 its Emergency Response Plan accordingly to ensure that the student 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.

## 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.

## 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 deemed necessary by a medical professional.

## Lice

If a student is diagnosed with lice at school, parents will be notified immediately and the student may need to go home. A student may not return to school until treatment has begun. A communication will be sent to the parents of the grade.

## Medication

If an Elementary School student is required to take any prescription medication (such as asthma inhaler or antibiotic) this medication must be kept at reception and will be administered there, with the assistance of staff. Parents must provide the school with explicit written instructions for all medications. 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 at reception.

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 to provide the school with a labelled secondary prescription in case of emergency.

## Nut Control

A number of students in our school suffer from severe, life-threatening allergic reactions, known as anaphylaxis. In order to provide these students with the safest possible environment, **St. George's School is a nut safe environment.** An effort is also made to reduce the use of soy and sesame. This means that the school will not provide any nut products and students are not to bring any food containing nuts nor any item where the package clearly indicates that it contains 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.

## Parent Volunteers

Parent engagement is an invaluable gift to the school and we welcome those who would like to participate in our numerous activities.

## Pedagogical Days (PED 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.

## Co-curricular Activities

Co-curricular activities complement our pedagogy in helping each child realize their potential. St. George's offers a diverse and evolving offering of co-curricular activities to meet the needs and interests of its students. Students absent from school for any reason may not participate in co-curricular activities on that particular day.

## 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.

## Preferred Names and Pronouns

St. George's is committed to making every effort to support the diversity, equity and inclusion of its students, faculty and staff. How a person identifies is an important part of their development and sense of belonging. The School understands the importance of inclusion and respect; therefore, we strive to provide a safe learning and working environment for all constituents to grow and thrive.

If a student communicates with a faculty or staff member their wish to be identified by a preferred name and/or pronoun that is different from their legal name, the faculty/staff member will provide a safe and confidential space for the student to share.

- The School will follow the lead of the student and may ask some guiding questions none of which will force or oblige a student to disclose any information they do not want to share.
- The School will guide and encourage the student to discuss this with their parents/guardians; however, the School will not disclose any information\* to the parents/guardians. \*At an elementary school level, the Principal and Guidance Counsellor will work in partnership with the student and their family to determine the next steps.
- The School will communicate information based on the student's wishes and only after receiving their consent or should there be an immediate risk to the student's health and safety.
- The School will provide counseling support, if needed and/or requested.
- The student's preferred name and/or pronouns may appear in various areas of school life and learning management platforms based on the student's preference. All legal documents and files will maintain the student's legal name.

It is important to note that every situation is unique and may require a slightly different approach. The main thread woven throughout any steps taken will always be to support the well-being of our students.

## 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 they 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.

# Elementary School (Kindergarten-Grade 6)

## Policies & Procedures



### Dress Code

Students are required to abide by the dress code and athletic uniform expectations outlined on pages 6 and 7 of this handbook. All footwear must have a full back or back strap. Flashing/illuminating shoes are not permitted.

### 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 their 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
- Name Tapes – all clothing, shoes and boots must be clearly and durably marked with the child's full name, not just their initials.

### Dress: Outdoor Play

At St. George's we recognize the importance of outdoor play. Please ensure that your child is ready for the weather, as students will play outside most days and in all seasons. Extreme cold/heat and heavy downpours are the exceptions.

### Dress: During Fall and 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

### Dress: During Winter

- A snowsuit or ski pants with jacket (mandatory for outdoor play)
- 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

# Elementary School (Kindergarten-Grade 6)

## Policies & Procedures



### Entrance/Exit Protocols at the Elementary School

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.

[Click here to see the Renovation Updates](#) ›

Students must leave the premises at the time of dismissal, as per the [dismissal procedures](#), with the exception of those involved in after school sports and/or extra-curricular activities. Teachers supervise the departure of students from the premises. Students must wait for the teacher to turn the green light on before exiting the building. They will wait at the top of the stairs of the amphitheater until the teacher sees the parents and dismisses the child. Parents/guardians who come to pick up their children are expected to be punctual and must wait outside.

**Important Note: students are not permitted to play on the equipment after school.**

When entering or leaving the school property, all parents, students and visitors 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 city crossing guard or a school employee will be in place to facilitate crossing on The Boulevard at pick-up and drop-off times. 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.

### 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.

### Lost and 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 reception. All unclaimed and/or unidentified garments are given to charity twice annually.



# Elementary School (Kindergarten-Grade 6)

## Policies & Procedures



### Lunch Services

All Elementary School students must take part in the school's mandatory lunch program. The menu for these meals can be found on the school's website parent page. Parents wishing to opt out of the lunch program for medical reasons must submit a request in writing to the Elementary School Principal 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 nut-free food will be permitted.

### Lunchtime Rules

Students work with the kitchen staff and lunch supervisor to ensure proper lunch line etiquette. They are also reminded to:

- remove outdoor shoes and change into indoor shoes when coming in for lunch;
- wash their hands and go to the washroom before eating lunch.

### Playground Rules

Students use the playground for recess periods twice daily, during PE class and when teachers host lessons outside. Faculty and staff supervise recess play and use the following document as an anchor for appropriate play behaviour: [Elementary Campus Schoolyard Charter](#) ›

# Elementary School (Kindergarten-Grade 6)

## Policies & Procedures



### Reports and Appointments

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 Principal, Head of Teacher and Learning, Head of Student Support 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 Elementary School Principal and the teachers are always eager to meet all parents to discuss the progress of a student. Parents are encouraged to contact the school during office hours, 8:00 a.m.-4:00 p.m., to make an appointment.

### School Hours

For students in Kindergarten-Grade 6, school hours are 8:00 a.m.-3:25 p.m. To facilitate morning drop-off, all students are expected to arrive at school by 8:00 a.m. Outdoor supervision is provided between 7:45 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

Birthday parties and playdates are highlights for Elementary School students. It is customary in the younger grades to invite all students, all girls or all boys to birthday parties. This may not be possible for all families. Please be mindful to support our students in the celebration of their special days in keeping with their family's desires and needs.

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)

## Policies & Procedures



### Academic Integrity

St. George's students are expected to demonstrate academic integrity in all of their work.

### Definition of Plagiarism/Academic Dishonesty

Academic dishonesty is when students intentionally misrepresent themselves or their work to their teacher. Plagiarism is when students submit someone else's work as their own. Examples include:

1. using another author's words without quotation marks or acknowledgement;
2. using another author's ideas without acknowledgement;
3. submitting the same or similar work as another current or past student or by a tutor, parent, or peer;
4. sharing their work or files with another student;
5. using an online system (e.g. Google Translate) or program to create their work;
6. submitting the same work for more than one course without explicit permission from each teacher;
7. using images, designs, processes, digital, audio and video files, and internet resources without crediting the source when they were asked to do so.

### Avoiding Plagiarism

If students are in doubt about their content or about how to acknowledge their sources, they must consult with their teacher or the Librarian. Students should reference sources when indicated by the teacher and follow the required guidelines for their class (e.g. APA or MLA).

# High School (Grade 7-11)

## Policies & Procedures



### Definition of Academic Dishonesty

Any attempt to have an unfair advantage in a quiz, test or exam, or any other assessment is considered cheating. Examples of cheating include:

- taking unauthorized notes into a quiz, test or exam or having unauthorized possession of or knowledge of the content before it is administered.;
- attempting to see another student's test or exam or to communicate with another student when being tested
- using technology (laptop, programmable calculator, translator) to hide or access required information;
- possessing a cell phone or smart watch during a test, or exam.

### Consequences for Academic Dishonesty, Plagiarism or Cheating

There are a series of progressive consequences for a breach of academic integrity. Once found guilty, depending on the circumstances, a student must expect **one or more** of the following consequences:

#### Grades 7 and 8

- student will be required to redo the work for 50% or a maximum of a pass
- parent/custodian and advisor will receive written notification
- suspension from school for repeated offences.

#### Grades 9, 10 and 11

- a grade of zero on the plagiarized work
- parent/custodian and advisor will receive a written notification.
- suspension from school
- expulsion from school

# High School (Grade 7-11)

## Policies & Procedures



### Statement on Artificial Intelligence (AI) in Teaching and Learning

As a progressive school, St. George's aims to develop students' critical thinking, research and communication skills while valuing creative writing and original thought. New developments in technology, particularly in the realm of artificial intelligence (AI), provides students access to sites and resources that generate a variety of products for the user simply by entering a prompt or phrase. The capabilities of these AI sites, such as ChatGPT, are concerning since they hinder students from learning vital skills they need to investigate and synthesize information. Therefore, technologies such as ChatGPT will only be permitted when students are directed to use it by the teacher for a specific lesson or activity.

St. George's is working to develop in students the necessary skills to analyze and discern the quality of sources. Teachers will do this through lessons on proper research, referencing and sourcing. To ensure that students have the opportunity to demonstrate their knowledge, understanding and skills in the classroom, teachers will focus not only on the final product, but the students' learning process. For instance, demonstrating process work is a distinct requirement within the QEP competencies, particularly in English Language Arts and in French language classes.

Students are expected to cite other sources, including AI, particularly when paraphrasing or quoting a source or it will be considered a case of plagiarism. To maintain academic integrity and teach students research skills, teachers will also use Turn-It-In, a software that detects plagiarism and a lack of citations. Should students not comply with the assessment policy, academic consequences will be applied. AI technology is developing at an astonishing pace. St. George's is committed to adapting and learning how to use new technologies to support best practices in teaching.

# High School (Grade 7-11)

## Policies & Procedures



### Advisor/Advisee Program

St. George's Teachers also serve as Advisors to small groups 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.-10:00 a.m. 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 also meet with their Advisor on a one-on-one basis when needed.

When a teacher has any questions, concerns and/or commendations regarding a student in one of their classes, the teacher communicates directly with that student's Advisor. In turn, Advisors communicate this information to the 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.

Grade 7 students are assigned to Advisors who are a part of our Elementary School to High School transition; they will have the same Advisor until the end of Grade 8. At the end of Grade 8 and every subsequent year, 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 Advisor/Advisee for the coming academic year.

# High School (Grade 7-11)

## Policies & Procedures



### Attendance/Early Dismissal/Late Arrival

St. George's High School campus is open and supervision of the students is assured from 7:30 a.m. until 6:00 p.m. 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 **2:55 p.m.**

In the event of an absence from school, **parents must inform the school by email 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.

#### Class times are as follows:

Grades 7 & 8	
Period 1	8:20 a.m. - 9:35 a.m.
Advisor	9:35 a.m. - 10:00 a.m.
Period 2	10:00 a.m. - 11:15 a.m.
Jr. Lunch	11:15 a.m. - 12:15 p.m.
Period 3	12:15 p.m. - 1:30 p.m.
Period 4	1:40 p.m. - 2:55 p.m.
Consultations	3:00 p.m. - 3:30 p.m.

Grades 9, 10 & 11	
Period 1	8:20 a.m. - 9:35 a.m.
Advisor	9:35 a.m. - 10:00 a.m.
Period 2	10:00 a.m. - 11:15 a.m.
Period 3	11:15 a.m. - 12:40 p.m.
Sr. Lunch	12:40 p.m. - 1:40 p.m.
Period 4	1:40 p.m. - 2:55 p.m.
Consultations	3:00 p.m. - 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 student.

# High School (Grade 7-11)

## Policies & Procedures



### Attendance/Early Dismissal/Late Arrival (Continued)

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

The School must receive written email communication from parents in order for a student to be given an early dismissal. To leave early, students must obtain an early dismissal slip from the Receptionist, show it to their teacher before being dismissed from class, and then check out with the Receptionist before leaving the building.

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

To avoid excessive disruptions, simple guidelines include:

- Plan in advance for a doctor’s appointment or a family 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, they 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.
- Students are expected to use the washroom, eat snacks and/or get supplies from their lockers during lunch and during the transition time in between classes.



# High School (Grade 7-11)

## Policies & Procedures



### Late Arrivals

Punctuality is an important and appreciated life skill, whether in a school, at work or in a social setting. It demonstrates respect and reflects character. Being on time for class is critical in the learning environment, as interruptions disturb the teacher and fellow students, and negatively affect the flow of lessons in progress. This policy is in place to help reinforce the value of punctuality and give ownership and accountability to our students as they develop and apply this life skill.

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. However, should a repeated pattern of tardiness become evident, the Student Supervisor and the Advisor will collaborate with the student and family to explore solutions to resolve the issue. Should the issue persist and/or should agreed upon expectations not be respected, the Administration may impose consequences that may include:

- refusal of late entry to first period class;
- temporary suspension of co-curricular privileges;
- an in-house suspension.

If the problem remains unresolved, the Administration may choose to set up a formal meeting with the family to discuss additional interventions.

### Cafeteria

Students are expected to adhere to the daily timetable and the designated lunch schedule. They will be allowed to enter the cafeteria at the following times:

- **Advisor Period:** 9:35 a.m.-10:00 a.m.
- **Junior Lunch** (Gr. 7 & 8): 11:15 a.m.-12:15 p.m.
- **Senior Lunch** (Gr. 9/10/11): 12:40 p.m.-1:40 p.m.

When in the cafeteria, students are expected to behave in an appropriate manner, abiding by the school's Respectful Behaviour Policy; [Appendix I](#). Here are some of the basic guidelines:

- School bags must be left in the student's 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 order their cafeteria food at least 10 minutes prior to the end of their lunch hour. Eating during class time is not permitted.
- 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 High School Principal.

# High School (Grade 7-11)

## Policies & Procedures



### 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 High School Principal, who will determine the appropriate consequence. In addition, students who choose to leave campus for lunch out must sign out and sign back in again at Reception.

### Learning Commons Hours

Monday to Friday: 8:20 a.m.-4:00 p.m.

\*On occasion, the Learning Commons will be closed for meetings, classes or special events.

### 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 High School Principal.

The following protocol apply:

- All guests must sign in at the front desk.
- The student host is responsible for introducing the guest to the teachers.
- All guests are expected to follow all of St. 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 at Reception until that class is over.

### Evaluation

The academic year is divided into three terms with three reporting periods. A final mark is issued at the end of the academic year.

# High School (Grade 7-11)

## Policies & Procedures



### Homework

Please refer to the [Homework & Assignment Guidelines; Appendix V](#).

### Lockers

Individual lockers will be assigned by the school and should be used in accordance with the following guidelines:

- 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.
- High School students must bring their own locks.

### 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 their 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 they may be expected to stay after school to discuss the situation with the teacher.

### Student/Parent/Teacher Conferences

There are two Student/Parent/Teacher Conference scheduled during the school year. Students are strongly encouraged to participate in these conferences with their parents.

# High School (Grade 7-11)

## Policies & Procedures



### Technology/Student Responsible Use Policy

Please review the detailed [Responsible Use Policy; Appendix IV](#).

### Cell Phone Policy (Grades 6-11)

The following Cell Phone Policy will be in effect starting April 24, 2024. This is a finalized policy and is no longer in the 'pilot phase'.

#### Guidelines and Expectations

- Cell phone use is permitted only:
    - Before school
    - After school
    - During a student's respective lunch
    - For classwork with teacher permission
  - Cell phones may only be used in the following locations:
    - The Learning Commons
    - The Student Lounge
    - The Fitness Centre
    - Outdoors (except when eating)
  - Cell phone use is **never** permitted:
    - While in any hallway
    - In any stairwell
    - In any classroom
    - In the cafeteria unless when paying for lunch
    - Outdoors while eating
  - Cell phones must be put away **at all times** and not visible when use is not permitted (including in restricted areas)
  - Smartwatches:
    - Must be removed during assessments
    - May only be used as a watch\*
- \*If students are seen typing or clicking on their smartwatch, it will be confiscated. Consequences follow the same format as a confiscated cell phone.

#### Consequences

- Any infractions will result in the loss of the device for the remainder of the day.
- Repeated infractions will result in the loss of the device for multiple days.

# High School (Grade 7-11)

## Policies & Procedures



### Headphones and Personal Listening Devices (PLDs)

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

### Technology/Student Responsible Use Policy cont'd

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. In those cases, the device will be kept until the end of the day and the student may be required to meet with the High School Principal, who will determine the appropriate consequence. In cases of repeat infractions, the device may be kept for an extended period of time; 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 bringing to school large sums of money or valuable articles; the school requests that students leave them at home. If, on a rare occasion, a student is required to bring money or valuable items to school, they may deposit them at the office for safekeeping.

Any lost or stolen 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, this **Respectful Behaviour Policy** will be explained to students by their Advisor or Homeroom Teacher. Throughout the year, they will refer back to the policy as a reminder to students. Parents are asked to read the Student/Parent 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.

**St. George's Statement of Commitments** outlines anchoring principles to guide our approach while fostering a safe and brave learning environment. It is expected that students will relate to other members of the school community with understanding and sensitivity, and that they will conduct themselves in a reasonable and responsible manner.

These behaviours include but are not limited to:

- Courteous
- Collaborative
- Kind
- Empathetic
- Adaptable/flexible
- Honest
- Trustworthy
- Non-violent
- Non-threatening
- Respecting of the rules outlined in our Student/Parent Handbook

# APPENDIX I:

## Respectful Behaviour Policy



### General Behaviour (Continued)

The following offenses will not be tolerated and warrant intervention by faculty, staff and/or Administration. They include but are not limited to:

- Conscious disregard of and intolerance for the property of any individual.
- Possession or consumption of cannabis, alcohol, tobacco, vaping products, and/or any drugs not prescribed by a physician.
  - ‘Possession’ of these items is strictly forbidden.
  - ‘Possession’ is not only restricted to the person, but also includes lockers, bags and any other area or receptacle which may serve as place of storage and may be subject to searches.
- 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.
- Bringing 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.
- Discriminatory intimidation by threats and personal vilification or harassment of students on the basis of racialized identity, ethnicity, religious beliefs, nationality, body diversity, skin colour, gender, gender identity, gender expression, neurodivergence, physical disability, mental disability, ancestry, place of origin, family status or sexual orientation.
- Harassment: Any hurtful, degrading, humiliating or shocking behaviour in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures, that affects a person’s dignity or psychological or physical integrity and that results in a harmful learning environment for the person. A single serious incidence of such behaviour that has a lasting harmful effect on a person may also constitute harassment.
- Sexual Violence: Refers to any form of violence committed through sexual practices or by targeting sexuality, including sexual assault. It also refers to any other misconduct, including that relating to sexual and gender diversity, in such forms as unwanted direct or indirect gestures, comments, behaviours or attitudes with sexual connotations, including by a technological means.
- Acts of inflicting physical harm, unwanted and/or non-consensual physical contact (sexual or otherwise).
- Any/all inappropriate online behaviour and/or communication.
- Online behavior and communication must remain appropriate and respectful at all times.
- Filming or photographing any St. George’s community member without their consent is forbidden.

# APPENDIX I:

## Respectful Behaviour Policy



### Recommended Intervention Measures

The following intervention measures will 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. Should it be deemed necessary at any point in this process, police may be contacted by the Head of School, Campus Principal, or any other adult aware of the situation.

When confronted with a situation that infringes on your right to a respectful environment, the following procedures are recommended. If a student is uncomfortable approaching the offender on their own, they should see a trusted adult immediately.

- Address the person being disrespectful, either face-to-face or, if that makes you uncomfortable, by telephone, email, handwritten letter, etc.
- State clearly and specifically, in a straightforward manner, what behavior you find objectionable and ask that it stop.
- Document the conversation; take note of the date, time, location, topic, etc.
- If you feel uncomfortable with the situation, you can discuss it with a friend, a peer counselor, your Homeroom teacher (Elementary School)/ Advisor (High School), the Guidance Counselor, Student Supervisor (High School) or any trusted adult. Document these conversations.
- If the behavior does not stop, inform your Homeroom teacher (Elementary School)/ Advisor (High School), Student Supervisor (High School) or another member of the staff immediately. You and/or the adult involved may include the Campus Principal. This may be done via email, in person or with your parents. Document these conversations.
- Should the situation require an intervention by the Head of School, they will deal with the situation at their discretion and with the appropriate disciplinary action. This process can include referral to an ad hoc consultative disciplinary committee composed of teachers, administrators, and senior students.

### Parental/Guardian Responsibility

Parents/Guardians should exercise reasonable care, supervision, protection, and responsibility 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.



# APPENDIX I:

## Respectful Behaviour Policy



### Consequential Interventions of Inappropriate Behaviour

There are consequences for students who do not demonstrate behaviour that reflects the philosophy of St. George's School of Montreal, 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 either repeated misbehaviour, or an isolated yet serious act of inappropriate behaviour, is expulsion from the school.

The consequences include but are not limited to:

- Verbal or written apologies
- Detentions (HS) / Restricted Recess (ES)
- Withdrawal of privileges
- Withdrawal from class
- Restitution for damages
- Behaviour contracts
- Restrictions on in-school internet use or monitoring of St. George's Gmail email communications
- Meeting with the student's parent(s)/guardian(s), student and Principal
- Referral to a community agency for anger management counseling
- Recommendation for a psychological, psychiatric, or psycho-educational evaluation
- Individual or family therapy referral
- Consultation with police, youth protection services, or other appropriate external agencies
- Short-term suspension (in-school and out of school), with support to student and parent(s).
  - Mitigating circumstances must be considered before a decision to suspend.
  - The School may suspend a student if, in its opinion, such a disciplinary sanction is necessary to put an end to repeated behaviours that do not comply with the school's Mission, Values and Respectful Behaviour Policy.
- Non renewal/expulsion/withdrawal
- Police intervention

# APPENDIX I:

## Respectful Behaviour Policy



### Related Policies and Resources

The following policies and resources, both internal and external, support expectations of respectful behaviour:

- [St. George's Bullying and Violence Intervention and Prevention Plan](#)
- [Protecteur nationale de l'élève/National Student Ombudsperson](#)
- [St. George's Statement of Commitments](#)
- [Canada's Anti-Racism Strategy](#)
- [Federal 2SLGBTQI+ Action Plan](#)

### Definitions

The following, taken directly from [Canada's Anti-Racism Strategy](#), provides clear definitions to align our understanding and commitment against hate and racism. All definitions have been explicitly included to enrich our awareness and learning. Please refer to the linked document for cited resources.

**Terminology:** Words matter when it comes to promoting inclusion and eliminating discrimination. The following working definitions enable us to have a common understanding of a word or subject.

**Anti-Asian Racism:** In Canada, anti-Asian racism refers to historical and ongoing discrimination, negative stereotyping, and injustice experienced by peoples of Asian descent, based on others' assumptions about their ethnicity and nationality. Peoples of Asian descent are subjected to specific overt and subtle racist tropes and stereotypes at individual and systemic levels, which lead to their ongoing social, economic, political and cultural marginalization, disadvantage and unequal treatment. This includes perceptions of being a "Yellow Peril," a "Perpetual Foreigner," a "Model Minority," "exotic," or "mystic." These stereotypes are rooted in Canada's long history of racist and exclusionary laws, and often mask racism faced by peoples of Asian descent, while erasing their historical contributions to building Canada. The term Asian encompasses a wide range of identities that the very term Asian can obscure. While all may experience being "otherized," specific experiences of anti-Asian racism vary. Some are constantly being perceived to be a threat, some face gendered exotification and violence, some are more likely to be subjected to online hate and racist portrayals in the media, while others face Islamophobia and other forms of religious-based discrimination.

# APPENDIX I:

## Respectful Behaviour Policy



### Definitions (Continued)

**Anti-Black Racism:** Prejudice, attitudes, beliefs, stereotyping and discrimination that is directed at people of African descent and is rooted in their unique history and experience of enslavement. Anti-Black racism is deeply entrenched in Canadian institutions, policies and practices, such that Anti-Black racism is either functionally normalized or rendered invisible to the larger white society. Anti-Black racism is manifested in the legacy of the current social, economic, and political marginalization of African Canadians in society such as the lack of opportunities, lower socio-economic status, higher unemployment, significant poverty rates and overrepresentation in the criminal justice system.

**Antisemitism:** This is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.

**Colonialism:** A practice of domination, which involves the subjugation of one people to another. Settler colonialism, such as in the case of Canada, is the unique process where the colonizing population does not leave the territory, asserts ongoing sovereignty to the land, actively seeks to assimilate the Indigenous populations and extinguish their cultures, traditions and ties to the land.

**Disaggregated Data:** In the context of race-based data, this means breaking down composite (“aggregate”) categories such as “visible minority” into component parts, such as Black, Chinese, Arab etc.

**Discrimination:** Treating someone unfairly by either imposing a burden on them, or denying them a privilege, benefit or opportunity enjoyed by others, because of their race, citizenship, family status, disability, sex or other personal characteristics.

**Equity:** Fairness, impartiality, even-handedness. A distinct process of recognizing differences within groups of individuals, and using this understanding to achieve substantive equality in all aspects of a person’s life.

**Intersectionality:** Acknowledges the ways in which people’s lives are shaped by their multiple and overlapping identities and social locations, which, together, can produce a unique and distinct experience for that individual or group, for example, creating additional barriers or opportunities.

# APPENDIX I:

## Respectful Behaviour Policy



### Definitions (Continued)

**Islamophobia:** Includes racism, stereotypes, prejudice, fear or acts of hostility directed towards individual Muslims or followers of Islam in general. In addition to individual acts of intolerance and racial profiling, Islamophobia can lead to viewing and treating Muslims as a greater security threat on an institutional, systemic and societal level.

**Race:** Race is a “social construct.” This means that society forms ideas of race based on geographic, historical, political, economic, social and cultural factors, as well as physical traits, even though none of these can legitimately be used to classify groups of people

**Racialization:** The process through which groups come to be socially constructed as races, based on characteristics such as ethnicity, language, economics, religion, culture, politics.

**Racism:** Racism is any individual action, or institutional practice which treats people differently because of their colour or ethnicity. This distinction is often used to justify discrimination.

**Social participation:** Involvement in meaningful activities (social, cultural, physical, educational, recreational, etc.) that increase one’s sense of belonging and well-being.

**Systemic or institutional racism:** Consists of patterns of behaviour, policies or practices that are part of the social or administrative structures of an organization, and which create or perpetuate a position of relative disadvantage for racialized persons. These appear neutral on the surface but, nevertheless, have an exclusionary impact on racialized persons.

**NB:** As indicated above, these definitions are from [Canada’s Anti-Racism Strategy](#). Please note that we will continue to evolve our list of definitions to recognize marginalized groups that are not yet included here.

# 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.

### Student Responsibilities include:

- arriving on time and being prepared;
- taking full responsibility of one's own belongings (luggage, money, clothing, etc.);
- observing the regulations prohibiting the use of tobacco, alcohol and drugs.

### Travel Rules and Information

Above all, keep in mind that any overnight school trip is a moving classroom. All expectations outlined in the Student/Parent Handbook will apply, in particular those in the following sections:

- [Appendix I: Respectful Behaviour Policy](#)
- [Appendix III: Environmental Policy](#)
- [Appendix IV: Technology; Student Responsible Use Policy](#)

### Medical Information and Emergency Protocol

Parents are encouraged to attend any Parent Information Session offered to obtain specific details about school trips. 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 an emergency. A student may not participate in a trip without completion of the medical information. In addition, parents are asked to ensure that the school has the correct/up-to-date information at which to contact parents at all times.

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.

### Safety Guidelines

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

# APPENDIX II:

## Overnight School Trip Policy



### Relaxation Time/Adult Supervision

Some periods of time have been built into the schedule when students are not directly supervised. 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.
- Respect the designated curfew times established for each indirectly supervised period.
- Carry the name, address and phone number of the hotel and have some emergency cash at all times. These should be hidden on your person but not in your wallet.
- Do not fraternize with local people or wander off to isolated places.

### Risk Factor Avoidance in Supervised Situations

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 cell 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 six 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.

# APPENDIX II:

## Overnight School Trip Policy



### Drugs, Alcohol and Other Violations

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)/guardian(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)/guardian(s)' will be responsible for their child's welfare from the time of arrest onwards, at their expense.

### Use of Hotel Rooms/Sleeping Accommodations

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 their parents/guardians. 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, as outline in the Student/Parent Handbook, applies for the duration of all school trips.

# APPENDIX II:

## Overnight School Trip Policy



### 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 of St. George's Environmental Policy:

- 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 composed of the following members:

- Students
- Teachers
- Administration
- Office Staff
- Custodial Staff
- Kitchen/Cafeteria Staff
- Parents (past and current)
- Alumni Board of Directors
- Board and School Committees (Governance, Finance, Education, Advancement, Buildings & Grounds, Marketing, Nominating & Review, 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 has been 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.

Laptops are to be brought to school every day, fully charged.

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 a.m. and after 3:00 p.m.

During the hours of 8:20 a.m.-3:00 p.m., laptops can be used only 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 High School Principal.

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



## 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, or be near open food or liquid containers.

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 who require additional software installed for school-related purposes must first get permission from the Technology Department before installing.

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 High School Principal 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.

An electronic invoice will be sent to parents in the amount of the AppleCare+ deductible, which must be paid within 7 days. Computers that are stolen or lost will require full replacement cost of the computer from parents, as determined by St. George's School of Montreal.

Students may also 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 High School Principal to discuss the reoccurring situation.

Please note that a repair may require the reinstallation of the operating system, meaning that students should always ensure their work is saved on their school Google Drive account before bringing a computer in 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 three 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 replacement 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 power 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 acceptable use practice.



## Internet (Continued)

3. Please note that all internet activity within the School and on School-owned devices is monitored and logged. This applies to administration, faculty and students.
4. Email sent and received through school accounts are archived for 5 years for all users.
5. 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. Copy and pasting information from the internet is considered plagiarism unless the website is properly cited.
7. The School is waived of any responsibility for any financial obligations incurred by system users.
8. The School uses a filter to restrict access to sites which fall into the following categories: Academic Fraud, Adware, Alcohol, Dating, Drugs, Gambling, Hate, Illegal Downloads, Nudity, P2P, Pornography, Proxies, Tasteless, Terrorism and Weapons. 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. 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 acceptable use are downloading or streaming of music from services such as iTunes, Spotify, Google Play Music, and online radio stations. Acceptable 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

# APPENDIX IV:

## Technology; Student Responsible Use Policy



### Media Usage

All photos, videos or other media uploaded to the School, including a Google account, 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" or "follow" currently enrolled students on any social-media website.

Students posting videos to YouTube or any other media-sharing site, while either in the capacity of a St. George's students 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



# APPENDIX IV:

## Technology; Student Responsible Use Policy



### 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 Responsible Use Policy

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

# APPENDIX V:

## High School Assignment and 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 co-curricular activities

### Definition of Work and Penalties

In the High School, 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.

# APPENDIX V:

## High School Assignment and Homework Guidelines



### Definition of Work and Penalties (Continued)

**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 &amp; 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 VI:

## Resources



### CONFIDENTIAL COMMUNITY RESOURCES FOR ADOLESCENTS

- CLSC Metro | 1801 de Maisonneuve Blvd. W., Montréal, QC (514) 934-0354
- CLSC de Benny Farm | 6484 Monkland Ave., Montréal, QC (514) 484-7878
- CLSC de Côte-des-Neiges | 5700 Ch. de la Côte-des-Neiges, Montréal, 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) Text: 686868 or Call 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) (514) 600-1002 or 1-800-263-2266
- 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 victimes d'agression sexuelle de Montréal (24/7) (514) 934-4504

### OTHER HELPFUL RESOURCES

- Batshaw Youth and Family Centers (Youth Protection) (514) 935-6196 or (514) 989-1885
- 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
- SextEd (514) 700-4411