

Vincent Massey Collegiate  
Leadership, Scholarship and Self-reliance  
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#### TERRITORIAL ACKNOWLEDGEMENT

We would like to acknowledge that Vincent Massey Collegiate is located on unceded Indigenous lands. The Kanien'kehá:ka Nation is recognized as the custodians of the lands and waters on which we gather today.

Tiohtià:ke/Montréal is historically known as a gathering place for many First Nations. Today, it is home to a diverse population of Indigenous and other peoples. We respect the continued connections with the past, present and future in our ongoing relationships with Indigenous and other peoples within the Montreal community.

#### PHILOSOPHY AND MISSION STATEMENT

Vincent Massey Collegiate is committed to promoting academic excellence within an enriched and structured CEGEP preparatory program. As one of a variety of schools within its public educational system, the English Montreal School Board recognizes the diversity of the students it serves. Vincent Massey Collegiate is dedicated to responding to the needs of the above-average student and to their parents' expectations.

The primary mission of the Collegiate is to develop well-rounded students who are committed to academic achievement and who have a sense of community responsibility. This mission will be fulfilled through the Collegiate's Educational Project based on English educational traditions and values. It will be accomplished through strong emphasis on academic excellence and self-discipline, as well as obligatory participation in a diversified range of school activities, and this within a committed partnership-oriented educational community.

This school community realizes that pursuing the Collegiate's mission requires not only a high level of personal commitment from students but also the commitment, dedication, and participation of teachers, parents, and administrators to maintain and implement the school's academic, curricular, and behavioral standards. It is the combination of these components and related characteristics, which create Vincent Massey Collegiate's unique, distinct, and unequalled learning environment.

## ACADEMIC STANDARD

An entrance examination, with an admission standard, will be required of all students seeking admittance. This result, along with an evaluation of previous academic performance, will constitute the basis for the admission decision.

Students are required to maintain a high academic standing during their time at Vincent Massey Collegiate. Every student's academic record will be reviewed regularly. Students will be removed from the Collegiate if either criterion is not met:

- A student must maintain an overall weighted average of at least 65% on their June results (attestation of marks).
- A student must pass each of the following prerequisite courses: Mathematics, English and French. In Secondary IV students must also pass History and Science & Technology.

Students in danger of not meeting these standards will be on probation.

Upon admission, parents and students are subject to the Philosophy and Mission Statement of Vincent Massey Collegiate, and their acceptance of its standards and regulations. Failure to adhere to this agreement could lead to the student being required to withdraw from the school.

## ACADEMIC CODE OF CONDUCT

### CURRICULAR STANDARDS

A specific emphasis on Mathematics and Science;

Enrichment in all subject areas;

French enrichment at all levels;

CIT (Communication and Information Technologies) incorporated into all subject area methodology;

A system of teacher-directed tutorials;

A homework policy at all levels;

Obligatory participation in at least one school/community activity;

Participation in a 30-hour Community Service Program during their years at VMC.

### PROBATION

A student who obtains an overall average of less than 70% for a term may be placed on probation. A student must improve their marks to be removed from probation. A student who is on probation may:

Lose the right to attend major field trips.

Be placed on an academic tracer.

\*Students who demonstrate, via the academic tracer, improved effort and results, on a weekly basis will be permitted to participate in extra-curricular activities.

### SECONDARY SCHOOL DIPLOMA

To qualify for graduation with the right to follow collegiate level studies, students must meet the following conditions:

Pass the following compulsory subjects:

4 credits in Secondary IV History and Citizenship Education

4 credits in Secondary IV Science and Technology

6 credits in English Language Arts Secondary V

4 credits in French Secondary V

4 credits in Secondary IV Math (completed in Sec III)

2 credits in Secondary IV Arts Education

2 credits in Secondary V ERC or PE

Accumulate 54 credits at the Secondary IV and V levels with at least 20 of these credits recognized at the Secondary V level.

## HONOUR ROLL

Each term the names of many of our students appear on the School's Honour Roll for attaining an average of 80% or higher.

Honours (cum laude) 80%

High Honours (magna cum laude) 85%

Highest Honours (summa cum laude) 90%

## PLAGIARISM & CHEATING

Plagiarism: Is the use of someone else's words, works, or ideas without giving the person credit (please see MLA, APA for a thorough definition). Plagiarism is a serious infraction, and has led to failure in subjects, expulsion from programs, and even expulsion from colleges, and/or universities in some situations.

Cheating: Is when a student attempts to get academic credit in a way that is dishonest, disrespectful, irresponsible, untrustworthy, or unfair. Examples: using unauthorized materials during an evaluation, copying answers from someone including homework, allowing someone to use your work, unauthorized use of apps and tools like ChatGPT and translators, etc...

At Vincent Massey Collegiate, we consider plagiarism and cheating to be a serious offence, and any student caught is subject to receiving a zero for that assignment, accompanied by a letter of reprimand which will be placed in the student's file and remain there for the duration of his/her studies at Vincent Massey Collegiate. Students will lose the privilege of receiving a 100% final or mid-year exam mark if it applies to the course (see evaluation policy).

All students must vouch for the authenticity of his/her work. These rules and consequences also apply to group work. Students within a group will be held accountable for any plagiarism or cheating by a group member.

## EVALUATION POLICY

### LATE ASSIGNMENT POLICY FOR MAJOR ASSIGNMENTS

A student who submits a major assignment ONE day late (time to be determined by the teacher) will be deducted 10% and parents will be contacted. The maximum mark that can be obtained will be a 90%.

A student who submits a major assignment a SECOND day late will be deducted an additional 10%, parents will be contacted a second time, and administration will be notified. The maximum mark that can be obtained will be a 80%.

A student who submits a major assignment a THIRD day late will be deducted an additional 10%, and administration will be notified. The student will then serve a detention every day after school until the assignment has been submitted. The maximum mark that can be obtained will be a 70%.

When handed in on the FOURTH day, the maximum mark that can be obtained will be a 60%.

### MID-TERMS AND FINALS

All midterms will be worth 50% of Term 2 (non-moderated courses only). Where the student scores higher on the midterm exam the midterm will count for 100% of Term 2.

All finals will be worth 50% of the year (non-moderated courses only). Where the student scores higher on the final exam the final exam will count for 100% of the year.

Students flagged for academic review or on probation by the administration may lose the right to benefit from this policy. Students who have been sanctioned for cheating, plagiarism or late assignments forfeit the right to benefit from this policy.

When the Ministère uses moderation, it compares, for each class, the school marks and the ministerial examination marks. Moderation involves adjusting each student's school mark upward or downward. It cannot, however, result in the failure of any student who has obtained a pass mark on the uniform examination.

**Mid-terms & final exams take place in December, January and April to June, respectively.** Supplemental MEES exams take place in July, August and January. Families must refrain from making plans that cannot be altered during these months as exams cannot be moved.

During examination sessions, students must be present for the times and dates indicated for each of their exams. Failure to do so will result in a mark of zero being assigned. An exception

to this policy will only be made in cases of verifiable family crisis or upon presentation of a medical certificate deeming the student unfit to write the examination or upon presentation of official letters of participation in national competitions.

In addition, students who miss class exams administered by their subject teachers will be subject to the same regulations.

## EXAM ROOM

In order to be admitted into the exam room, students must:

- Show their VMC ID card
- Be dressed in uniform (in conformity with the current dress code), shoes included
- Transport all their materials in a transparent bag (pencil cases are not allowed)
- Bring only materials required for the exam
- Arrive within the first 30 minutes of the exam to be admitted

Students cannot enter the exam room with:

- Any schoolbag, purse, personal items, etc.
- Any electronic devices such as: phones, iPods, smart watches, earbuds, etc.  
\*\*In accordance with Ministry directives and school policy, any student in possession of these items, once the exam begins, will be considered cheating.

## HOMEWORK

Homework is a necessary part of a student's daily routine.

At the Secondary I & II level, students should spend up to 1½ hours per school day on homework. This implies an average of 15 minutes per day for each course the student follows.

At the Secondary III, IV, and V students should be prepared to spend up to 2 ½ hours per school day on homework. This implies an average of 25 minutes per day for each course the student follows. Students following several enriched courses at the secondary IV and V levels should expect to spend up to three hours per night on homework.

Remember that homework is not only written assignments. Reading, reviewing, and studying are important parts of homework.

Students should review the material covered in each subject regularly to be prepared for examinations.

Students should not wait until the last minute to start working on long-term assignments but should work on them gradually over the time allotted.

Students are responsible for all material covered and assignments given during their absence. This includes participation in extracurricular activities and absences due to illness or medical appointments. It is a student's responsibility to make arrangements with teachers regarding missed evaluations during their absence. When possible, these arrangements must be made in advance of the absence. It is recommended that students follow up by email with their teacher and add the scheduled retake to their calendar in order to avoid missing it and may receive a zero.

The school adheres to a no homework policy during Winter break, March break and Easter break. Students therefore must plan accordingly for long-term assignments that will have due dates after these break periods.

## VACATIONS

No accommodation will be made for students going on vacation during the school year. Students and parents are responsible for scheduling holidays outside the academic calendar. For any extenuating circumstances that require travel, please contact the administration.

## TUTORIALS

Tutorial instruction is offered to Vincent Massey Collegiate students requiring extra help in certain subjects. Tutorials take place outside of the regular timetable. Parents may request that their child attend tutorials, but it is their child's responsibility to attend. The administration may mandate students to attend tutorials if they are at-risk of failing. For further information, you can consult with the school administration, teachers, or the guidance counsellor.

## LIBRARY

Using the library is a privilege. Students who do not obey the rules or who act disrespectfully to each other, to the library property or to the library staff will be asked to leave and may be subject to further disciplinary actions. Repeat offences will be subject to further disciplinary action. Students are expected to do their part in keeping the library clean, quiet and safe.

The library is open before school, at recess, during lunch, and after school. The following rules must be adhered to when using the library:

- The library is a quiet workspace. Volume must remain low. Students who disrupt the space with noise will be asked to leave.
- Students may not enter the library wearing coats or boots. Uniform rules must be respected at all times.

- When the library is at capacity students will not be permitted to enter.
- Students are prohibited from eating and drinking, including water, in the library. Anyone caught eating/drinking will be asked to leave.
- Students using the library during class time must have a note from their teacher.
- Students using the library must carry their Student ID cards.
- Desktop computers are reserved for schoolwork and printing only.
- All printing is \$0.10 cents per page.
- Students may borrow up to 4 books at a time. The loan period is 3 weeks with the possibility of renewals. Late returns are charged \$0.10 cents per book a day, excluding weekends and holidays, for a maximum of \$5.00 per book.

The following rules must be respected when using Library Chromebooks:

- Students must present their Student ID to the Library Technician to use a Chromebook. All Chromebooks must be scanned out in the library system prior to use.
- Chromebooks are to be used solely for educational purposes.
- Students can borrow a Chromebook laptop for the day. The computer must remain on the school premises.
- Students must return their Chromebooks to the Library Technician.
- Students who either damage computers or enter sites that are not “suitable” for educational purposes are subject to losing their computer privileges for the year.

If library materials are lost, stolen, or damaged, the borrower is responsible for the cost of replacing it.

## TEXTBOOKS

The subject teacher will distribute the textbooks required for each course. Once the courses have been completed students are expected to return all books to the school in relatively the same condition in which they were received. Failure to do so shall result in students being charged for book replacements.

## LOCKERS

Each student will be assigned a locker which will be shared with another student. Each student will be assigned a school lock. The locker must be kept locked.

A combination lock will be issued for each locker.

Lockers must be kept tidy and free of objectionable materials.

Never leave valuables in your locker.



Lockers and locks are loaned to the students for the year.

It is forbidden to occupy a locker other than the one you have been assigned.

Lockers are subject to search by the administration.

Students must have an extra lock for physical education class. Personal belongings should be locked in the changing room lockers during each Physical Education class. Locks must be removed at the end of the P.E. period.

All locks must be returned prior to the examination period in June.

Lockers that are left open before, during and after school will be bolted for safety/security purposes.

Lost locks will cost \$10.00 each.

Students and parents are advised that expensive articles kept in the locker such as cell phones, laptops, ear buds, etc. are not the responsibility of the school. The school is not responsible for lost or stolen articles.

### **BEHAVIOUR CODE OF CONDUCT**

#### BEHAVIOURAL STANDARDS

Students are required to adhere to a code of behavioural standards that are in accordance with T.H.E R.A.M.S. Pledge, contingent upon respect – respect for oneself, respect for others, and respect for one's environment.

As a student you have the right to learn. No student should disrupt the learning environment. Teachers, school staff and administration will hold students responsible for their conduct while in school and while participating in school activities.

Students are required to be respectful on and off school grounds. This means carrying oneself with maturity and integrity within the community. To this end, we request that students treat everyone in the building, our neighbours and local businesses with respect.

“Respect for ourselves guides our morals, respect for others guides our manners.” Laurence Sterne

#### DISCIPLINARY ACTION

Students who break school rules, demonstrate a lack of respect and do not conform to school policies are subject to a variety of disciplinary sanctions, which include:

- Recess and lunchtimes spent at the office for a period of time
- Removal of privileges: leaving school campus, participation in activities, field trips, etc...
- Extra work assignments
- Mediation
- After-school detention
- In-school suspension
- Suspension from school
- Behaviour contracts
- Transfer or expulsion

Included in the following section are common areas of concern related to behavior and specific policies and guidelines that students are expected to adhere to throughout their tenure as Vincent Massey Collegiate students.

## DETENTIONS

Detentions are used to correct behavior that does not meet the guidelines and standards set by the school. They are used often as a warning prior to suspending a student. A student can be suspended without receiving a prior detention or warning. School detentions are served after school.

Detentions are most often used as a consequence for the following issues:

- Late arrival to school or class
- Dress code infraction
- Technology misuse: cell phones, airpods, etc...
- Using inappropriate, vulgar or demeaning language. e.g. racial slurs, homophobic and transphobic slurs, misogyny and misandry, etc...
- Inappropriate behavior, physical and/or verbal, in class, in common areas and off school property
- Missed class time or missed homeroom
- Misuse of school materials. e.g. unlocked lockers, misuse of lab materials or physical education equipment

The above infractions can also result in immediate suspension. Missed detentions will be doubled.

## SUSPENSION

Students who develop a chronic pattern of breaking school regulations run the risk of being suspended from school. Any student who commits a serious infraction will be suspended without prior warning. Possible infractions:

- possession of drugs, vape paraphernalia, alcohol
- weapons (pocket knives, knives, guns, etc.)
- bullying
- threats
- fighting
- theft
- misuse of social media & technology
- vandalism
- insubordination
- truancy
- skipping detention
- accumulated lates

When a student is suspended, one of their parents or guardians will be required to come to school to discuss the terms of the student's re-admittance.

## LATE ARRIVAL

All students will be given two chances per semester for morning lates. These chances can be used when students are late without medical justification. It should be noted that lateness due to traffic or weather is covered by the chance system. Proof of medical justification will be requested for lates.

If a student is consistently late during a semester (August to January or January to June), they will serve a detention on the third and each subsequent infraction. On the 4th served detention, which is the 6th late during a semester, the student will be issued an in-school suspension. Each subsequent late within the semester will result in a school suspension. Chances will be reset for all students at the beginning of the 2nd semester.

## VANDALISM

All students at Vincent Massey Collegiate are expected to take proper care of school property. Parents are held financially responsible for damages resulting from carelessness or vandalism caused by their children. This includes:

Damage to teaching materials including books, Physical Education equipment, lab equipment, uniforms, technological devices.

Damage or defacement of desks, lockers, walls, cafeteria tables, or any other school property.

Damage to staff and student property.

Also, students may not use school items that do not belong to them without authorization.

Damage to property may result in suspension until the student or their parents have paid for the damages.

#### PROHIBITED SUBSTANCES FOR MINORS

It is prohibited for anyone to use drugs, alcohol, smoke tobacco or vape on school grounds. Students are forbidden from using, consuming and/or selling tobacco products, vape products, alcohol, marijuana and any other illegal substance. The use of such substances, on or off school grounds, during school hours, during extra-curricular activities and/or school trips is strictly prohibited and results in multiple day suspension. Selling of any of the above substances may result in expulsion from the Collegiate.

#### GAMBLING

Students are prohibited from gambling at any time at school or when involved in a school related activity. Gambling consists of playing a game in which players can win or lose money or possessions. Students will be suspended.

#### BULLYING

Students must treat every staff member and their peers politely and respectfully at all times. Bullying is a specific relationship characterized by recurrent abuse of power by a person or group over another person, with the intent to hurt, oppress, intimidate, or ostracize. Students must avoid name-calling, threats (including cyber-bullying – via electronic medium such as social media sites or cell phones) and physical as well as psychological intimidation. These actions will result in consequences ranging from detention to suspension from school.

Student's responsibilities:

- If you are a target of bullying, report the incident to an adult in the building.
- All bystanders have a social responsibility to report acts of bullying to an adult in the building. Failure to report incidents may result in disciplinary action.

- All incidents of bullying must be reported to the administration to investigate, mediate, and discipline.

Perpetrators will face serious disciplinary action including, but not limited to, mediation, suspension, and possible transfer to another school.

## UNIFORM

Students are expected to attend school in school uniform. The policy includes cleanliness, proper grooming, and the wearing of the school uniform without modifications.

VMC students must arrive and depart from school wearing the uniform according to the following requirements:

- All students must wear a white VMC monogrammed top (polo, turtleneck or dress shirt); All VMC sweaters/vests must be worn with a VMC top.
- Students must wear the official navy slacks, Bermuda shorts, skort or skirt (also available in plaid). Skirts and skorts are not to be hemmed or rolled at the waist.
- Skirts must be approximately 2.5 inches above the knee. Limited inventory of skirts will be available for purchase as they will no longer be permitted as part of uniform in the 2026-27 academic year.
- All students must wear solid (no stripes) black shoes (no boots, high tops, or booties).
- Students must wear solid navy blue, black, dark green or dark grey socks. Socks must be below the knee and all hosiery must have feet (included tights with feet). No leggings.
- Any garment worn under the regulation white top must be plain white and without writing. House shirts may not be worn under uniform shirts. Any garment worn under the VMC top must not be visible at the arms or waist.
- Belts must be black or blue and must be worn through the belt loops. Decorative belts are not permitted.
- Uniforms are not to be altered in any way. VMC students are not permitted to wear: Shoes with a platform higher than one inch. Sweaters other than regulation VMC sweaters sold at TOP MARKS.
- VMC house sweaters and t-shirts can be worn on house shirt days.
- Students who participate in ECAs can wear their navy VMC hoody over their uniform top.
- Headgear, boots, or outdoor wear are not permitted in the building.

Students who are not properly dressed for school will be sent home to change (this includes examination sessions). They will be required to make up lost time in detention. The regulation uniform will be strictly enforced.

Students that own a skirt will no longer be permitted to wear the skirt as of the September 2026- 27 school year. This would mean that current

Sec 1 students would no longer be permitted in Sec 3 to wear the skirt;

Sec 2 students would no longer be permitted in Sec 4 to wear the skirt;

Sec 3 students would no longer be permitted in Sec 5 to wear the skirt.

## PHYSICAL EDUCATION UNIFORMS

A uniform is compulsory for all students following Physical Education courses at Vincent Massey Collegiate. Shorts, joggers, and t-shirts are available through TOP MARKS, our official school uniform supplier. Running shoes must be worn in the gymnasium. All other shoes, which may mark the gym floor, are not permitted.

Students who are not in the proper gym uniform for Physical Education classes will be issued a detention by the teacher.

## TECHNOLOGY CODE OF CONDUCT

### 21st CENTURY CLASSROOM

Vincent Massey Collegiate believes that access to the tools and resources from the worldwide network and the understanding of when and how these tools are appropriately and effectively used is essential to every student's education. However, the use of technology to access educational material is not a necessity but a privilege. This access will benefit the learning environment. When the rules are abused, privileges will be taken away. Students bringing their own device to school must adhere to the Student Code of Conduct as well as to the English Montreal School Board's policies, particularly Internet Acceptable Use and Internet Safety.

Instances of probable inappropriate use will be investigated.

### ELECTRONIC/SMART DEVICES

Students are NOT permitted to bring electronic devices (i.e. cell phones, earbuds, headphones, Smart watch) to class. All other devices from home are not permitted. Any electronic devices brought to school must be stored in lockers during class time, homeroom, and passing time. Use of these devices is restricted to before & after school, and during recess & lunch. All students must sign and adhere to the VMC Technology Code of Conduct.

Devices that are misused will be confiscated and submitted to administration. Administration will record the infraction.

First offence: a detention will be issued and the confiscated device (cell phone, ear buds, headphone, smartwatch, etc.) will be returned at the end of the school day.

Second offence: a detention will be issued, the confiscated device will be returned at the end of that day and the student will lose the privilege of having their device at school for at least five (5) school days. The student will surrender their devices to the main office before classes begin each morning and retrieve it at the end of the day.

Third offence: a detention will be issued and a parent will have to schedule an appointment to discuss the issue and collect the confiscated device from the school during regular hours. Additionally, the student will lose the privilege of having their device at school for at least two weeks of school (same process as second offence).

Fourth offence: one-day suspension and a meeting with parents, with additional consequences to be determined by the administration.

Students are forbidden to photograph or record any student or adult without their permission and will face disciplinary action. Students are not to use portable speakers in the school. Ear buds should be stored during class time. A reminder that all electronics are prohibited during all evaluations and violators will be considered cheating if any device is found in their possession.



## COMPUTER USAGE

Students will have access to a number of computers and tablets in the school. These devices are connected to the Internet. Certain sites are impossible to enter because of a “blocking” program. Students who either damage computers or enter sites that are “unsuitable” for educational purposes are subject to losing their computer privileges for the year and are subject to further disciplinary measures.

Investigations that uncover inappropriate use may result in the EMSB:

Cancelling or limiting access to the network or ICT systems

Disclosing information found during the investigation to EMSB authorities or law enforcement agencies, taking disciplinary measures, including suspension or expulsion depending on the degree and severity of the violation.

It is at the teacher's discretion when and how ICT are used during class within the school parameters (e.g. Chromebooks, laptops, tablets, etc.) The school rules pertaining to technology must be respected and additional restrictions or guidelines set by the classroom teacher must be followed.

Students are permitted to use their personal ICT devices outside of class time (before/after school, recess, lunchtime). They must be used in a respectful manner and adhere to the EMSB's guidelines and policies. For online class work or online school related activities, please adhere to the following guidelines:

# VMC'S GUIDE TO NETIQUETTE

Netiquette (net-+-etiquette) is a code of conduct for the virtual world to ensure that everyone has a safe and respectful online experience.

## DO



**PUT YOURSELF ON MUTE UNLESS SPEAKING.**

**SET A RESPECTFUL TONE.**

It's not a chat with your friends! Don't forget proper grammar and spelling, please and thank you.



**TURJIL YOUR CAMERA ON WHEN REQUESTED.**



**THINK BEFORE YOU TYPE.**

Post things you are comfortable with EVERYONE seeing, including your teachers and parents.



**CHECK TO SEE IF A QUESTION HAS BEEN ASKED BEFORE POSTING IT AGAIN.**

Scroll back through the chat box or read accompanying documents to see if you can find the answer on your own.



**6 MAKE SARCASTIC JOKES.**

Tone is hard to read online.

## DON'T



**7 TYPE IN ALL CAPS.**

It is often perceived as yelling and people will have a hard time taking you seriously.



**ABUSE THE CHAT BOX.**

Unnecessary chatting during class can be a major distraction to the teacher and the other students.



**IF IT ISN'T ACCEPTABLE TO DO IT IN PERSON,**

**THEN DON'T DO IT ONLINE!**

## **REGULATIONS FOR ABSENCES, EARLY DISMISSALS & ARRIVAL/DEPARTURE**

### **STUDENT ENTRY**

Students are permitted to enter the school at 7:30 a.m. through the cafeteria. The cafeteria is the students' entry/exit point into the school throughout the day.

As of 7:55 a.m. students can leave the cafeteria and enter the school. They may do so prior to this time if participating in morning activities under the supervision of a staff member.

All visitors and any students arriving late must report to the main office through the front entrance.

Students are not to use the emergency exits to enter or exit the building.

### **STUDENT ATTENDANCE**

Attendance is mandatory at every class, including homeroom, by all students. Truancy and skipping of classes (partially or entirely) call for multiple detention and/or in-school suspension. The teacher takes attendance every period and absences are reported to the main office each period. The absences are verified by our secretaries who call parents when an unexplained absence is reported by a teacher.

### **ABSENCES**

Parents must call to inform the office or enter the absence through the Mozaik system when their child is going to be absent. Please do so by 8:30 a.m. otherwise an automatic email and voice reminder will be sent.

Students who are absent from school for tournaments must advise the office and their individual teachers of their absences at least one week prior in order to benefit from any accommodation.

### **EARLY DISMISSAL**

Students are prohibited from leaving the school during the school day without permission from the main office. Students who must leave the building because of illness or any other emergency must sign out at the main office. If the proper procedure is not followed, the absence will be considered unauthorized and disciplinary consequences applied to the

student. Parents and students cannot dismiss children from school without confirmation through the main office. School must be advised prior to 8:30am.

#### APPOINTMENTS

Schoolwork takes precedence over medical and dental appointments or other engagements. Please schedule these appointments for after 3 p.m. If a student, for a valid serious reason, must leave the school early on a particular day, a parent must notify the school before 8:30 a.m. This can be accomplished by parents contacting the school or parents registering the dismissal through Mozaik. A request for an early dismissal must specify the reason for the departure and must be authorized by a parent prior to 8:30am the day of the dismissal.

#### LATENESS

Students are expected to be on time for all of their classes. Students who are late in the morning must report to the main office. The student will be given a detention slip that must be presented to the teacher upon arrival to class. The detention will be served at dismissal on the day on which the student was late.

Failure to honor a detention shall result in the detention being doubled. Only those students who are late as a result of a medical appointment will be exempt from detention. These students must present a note to the secretary from a medical office justifying their absence.

Detentions for being late will also be given to students who are late for classes following recess and lunch. Subject teachers will deal with students who are late for the other classes.

Excessive lateness will be dealt with more severely. Parents will be notified when students have been late four times within a semester. A student who is excessively late will lose the privilege of attending major field trips e.g Ski trip, Boston, Washington, New York, and Europe, etc...

#### CAFETERIA

The school cafeteria offers nutritious food for purchase. A breakfast program is available every morning as well as snacks for recess and meals for lunch.

Students are required to clean their area after every meal. Leaving food and/or garbage on the table or floor is unacceptable.

Any student failing to do so will be disciplined accordingly.

A subsidized lunch program is available for low-income families. Please contact the school administration for more information about this program.

Students are prohibited from ordering food and having it delivered to Vincent Massey Collegiate. The main office will disallow food delivery companies from entering the building.

## LUNCH

Students may leave the school premises at lunch if their parents have indicated it in the school documentation (Student Information and Health Form).

Students who do not have authorization to leave the school property at lunch must remain in the cafeteria, the library or the schoolyard.

Students are prohibited from roaming around the building at lunchtime because classes are in session for other grade levels.

## LEAVING SCHOOL PREMISES FOR ACTIVITIES

During any class, the teachers may choose to take their students within a two-kilometer radius of Vincent Massey Collegiate in order to accommodate their educational activities. During Physical Education class specifically, students may be required to leave school campus in groups to reach their destinations without the teacher's supervision for some activities.

Students who also participate in extra-curricular activities outside of school hours on the island of Montreal may be required to travel with public transportation on their own. They will be encouraged to do so in groups to and from their destinations.

## STUDENT LIFE

A Vincent Massey Collegiate student's first responsibility is schoolwork. Students are also encouraged to participate in activities related to academic pursuits. e.g. Science and Mathematics competitions, public speaking, storytelling, and debate. Vincent Massey Collegiate offers a wide range of extra-curricular activities, both athletic and cultural.

Activities will help students to develop intellectually, physically, socially, spiritually and emotionally.

Students are encouraged to do their best academically and to participate regularly in extra-curricular activities. It should be noted that detention (teacher or school) takes precedence over sports or extra-curricular activities.

Vincent Massey is an active member of the GMAA and RSEQ, entering teams in such sports as basketball, soccer, track and field, swimming, golf, volleyball, flag football, ice hockey & baseball. Our athletic program also includes intramural sports. In addition, students can participate in many activities and clubs or serve on various committees.

## EXTRA-CURRICULAR PARTICIPANT COMMITMENT

Students representing Vincent Massey Collegiate in various academic, sports and cultural activities must not let these activities interfere with their studies. Each student will be required to sign and uphold the Participant Commitment Contract. The following is an excerpt from the Participant Commitment Contract that will be signed by all students at the beginning of the school year:

I, (print full name here) will be participating in the sport/activity of (print sport/activity) and promise to attend all practices and games/events. Furthermore, I will take care of any uniform lent to me and return it at the end of the season in the condition it was issued to me. I will also respect all my coaches, supervisors and fellow teammates. I will conduct myself with proper behavior at all practices and games, especially when at an opponent's facility.

I will also make sure to inform my teachers, at least 24 hours in advance, about early dismissals for games or events, and request assignments and homework I may miss. I understand that it is my sole responsibility to complete any missed work or assignments. Furthermore, I will maintain an academic average greater than 70%. I recognize that I will be placed on an academic tracer if my grades fall below 70% or if my teachers feel my activities are interfering with my academics. Should I be placed on an academic tracer, I understand that I may be removed from activities if the tracer does not indicate substantial improvement. I agree to be removed from the team if I do not live up to the standards outlined in this contract.

## FIELD TRIPS

All students are expected to follow school rules while on field trips and are subject to disciplinary measures when regulations are broken. A minimum overall average of 70% is required for all students wishing to participate in any major field trip.

Students who are repeatedly late throughout the school year will not be permitted to attend major field trips. In addition, a student's behavioural record and teacher feedback will be considered when applying to participate in major field trips. All students must complete a behavioural contract for all major field trips.

## **SCHOOL SAFETY PROCEDURES, POLICIES & GUIDELINES**

## SAFE SCHOOL ACTION PLAN

Vincent Massey Collegiate's Safe School Action Plan describes our philosophy and measures we put in place to keep our school climate and environment safe. The Administration encourages all Vincent Massey Collegiate stakeholders to visit our website.

## FIRE DRILLS

Directions for evacuating the building are posted in every room. Each exit in the school has been numbered. The exit to be used is clearly indicated in each classroom. Students should learn the directions from each room in which they have a class.

The sound of the fire alarm is the signal to leave the building immediately by the designated exit. When the alarm sounds, it is imperative to be attentive and to move quietly in an orderly manner. Fire department regulations require this for everyone's safety.

Pulling a fire alarm or using any fire extinguisher without a valid reason is a criminal offence and will be treated as such.

## LOCKDOWN DRILLS

In the case of a lockdown drill, students must stay in their classrooms or secure themselves in the nearest inconspicuous location. VMC practices this in order to protect students and staff from both external and internal threats. It can also be used in an emergency where timely access for paramedics is necessary. The goal of these drills is to allow students to stay calm in a crisis situation. Use of cellphones during such occurrences are prohibited because they may jeopardize the safety of everyone in the building.

## EMERGENCY SHELTER

If the school must be evacuated, our primary emergency shelter is Rosemount High School, located at 3737 Beaubien Street East. Our secondary shelter is De La Louisiane Park located at 30th Avenue and Bellechasse. De La Louisiane Park is our designated meeting spot.

## CITY BUS SERVICES (STM)

There is no EMSB bus service given to VMC students, but the STM provides express services in the morning for the 449 route and 197, 449 and 439 routes after school. These services are a privilege and students must be on their best behaviour to and from school. If the STM chooses to remove such privileges for our students, it is their right to do so. If our students misbehave on the bus and the STM reports it to the administration, (e.g. fight, bully, eat, leave garbage on the floor, vape, smoke, use/distribute narcotics, vandalize, etc.), students may be subject to

STM fines and or penalties. The administration may also implement further disciplinary measures.

#### HEALTH SERVICES AND INSURANCE

It is the parent's responsibility to advise the main office of any medical problems such as asthma, epilepsy, diabetes or serious allergies.

In the event of serious illness or injury, the school will contact the parents. Students are strongly urged to have their Medicare card and work/cellphone numbers of their parents in their possession at all times. If the school authorities deem that the illness or injury warrants immediate medical attention and we are unable to contact anyone responsible for the student, we will send the student by ambulance to the nearest hospital. A staff member will accompany the student by ambulance.

Ambulance fees are the responsibility of the parents. Fees incurred for medical/dental/ocular services and any other services related to an injury will not be assumed by the school. Parents are encouraged to contact their personal insurance company or any other insurer to get advice and information about accident insurance coverage for their child. If you have any other questions, please communicate with a member of the administration.

Parents are encouraged to subscribe to personal accident insurance in case their child gets hurt during Physical Education classes, extra-curricular activities and/or in any other circumstances.

#### SCHOOL FEES

Vincent Massey Collegiate is dedicated to minimizing fees for students and provide affordable options. Most activities are offered free of charge and we subsidize other activities provided to students in order to enrich the school curriculum and provide opportunities for experiences. The following standard fees are charged to students:

#### STUDENT FEE BREAKDOWN

Worksheets	\$20.00
Agenda	\$7.00
Yearbook (optional)	\$20.00
Academic, Athletic and Cultural Recognition	\$20.00
House Shirt (Uniform)	\$13.00
Total	\$80.00

*Calculator (if lost or damaged) \$20.00*