



SCHOOL POLICIES

LATES

Pupils are expected to be in school when the warning bell rings at 8:10 a.m. (9:20 Wednesdays) in order to be admitted to class. Students who do not arrive at homeroom on time must report to the office to ensure their presence in school. A student who comes to school and fails to report to homeroom or to the office will be considered late and will be given a detention.

Pupils late for class after lunch without a valid reason will receive an automatic detention.

Term 1 & 2

A student will be considered chronically late after the third violation and will be subject to strict disciplinary measures. On the third late, a detention and a letter of warning, to be signed by the parents and returned to school, will be issued. On the fourth late, a suspension will be issued and parents will have to accompany their student to school for readmission.

Term 3

Term 3 being longer, a student will be considered chronically late after the fifth violation when the student will be issued a detention and a letter of warning to be signed by the parents and returned to school. On the sixth late, a suspension will be issued and parents will have to accompany their student to school for readmission.

Wednesday Late

Students arriving late on Wednesday morning without a valid reason will have an automatic detention to be served the same day. The late will also be cumulative within the term.

Any students arriving after 9:00 a.m. (10:00a.m. on Wednesday) without a written note or advanced phone call from a parent **providing a valid reason** for the lateness, will not be admitted to school.

Description/ Day	Mon/Tues/Thurs/Fri.	Wednesday	Procedure
Warning bell	8:10 am	9:26 am	Must report to class
Homeroom (HR)	8:15 am – 8:25 am	9:30 am – 9:35 am	Marked late in HR
After homeroom	After 8:25 am	After 9:35	Report to main office

Furthermore, pupils must be on time for each class during the day.

TELEPHONE MESSAGES

Telephone messages for students will be accepted for **EMERGENCY SITUATIONS ONLY.**

ABSENCES

Pupils returning to school after an absence **MUST** present a dated note to their homeroom teacher signed by a parent or guardian and indicating the reason for the absence. Parents are required to call the school to report an absence.

EARLY DISMISSAL

No pupil may leave the school during school hours without permission from the office. Any student who does so can be considered to be skipping classes.

A student who requires an **early dismissal** must bring a dated note signed by his or her parents and must present it to the homeroom teacher in order to be allowed to leave. If a student becomes ill during the day he/she may be sent home by the administration who will inform parents. It is important therefore, that all parents provide a telephone number on the **information** sheet at the beginning of the year so that they may be contacted during school hours.

VANDALISM

Lockers and all other school property must be respected. Students will be held financially responsible for any damages to school property. Washrooms must be left in a clean and orderly fashion. Vandalism of any nature will be dealt with severely and immediately. The intervention of higher authorities is certain.

TEXTBOOKS

Students will receive free of charge a loan of textbooks for the year and they are responsible for their care. They must pay for all lost or damaged texts.

SCHOOL PROPERTY

Lockers are school property and are loaned to students for the school year. Students must use the locker assigned to them. They are for the storage of books and personal possessions **ONLY. Students must use LHA locks on their lockers.**

The administration has the right to search lockers if deemed warranted.

Each student is also assigned a gym locker for use during physical education classes only. **Nothing should be left in those lockers outside of scheduled gym classes.**

Each student will require two LaurenHill combination locks. It is his or her responsibility to avoid leaving valuable articles in the lockers and to make certain that nobody gets the combination. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.**

DETENTIONS

Detentions may be assigned by school personnel for a number of reasons such as classroom disruption, being late for classes, and uniform violations.

SNOW STORMS

In case of severe snow storms parents are asked to listen to the radio early in the morning. The School Board will announce over major radio stations whether or not schools will be open. Updated information is also available on its website:

www.emsb.qc.ca

FIRE & LOCKDOWN DRILLS

Fire and lockdown drills are undertaken periodically. Fire drills are performed in order to practice evacuating the building in case of emergency. Lockdown drills are intended to instruct students in the procedures to follow when an emergency exists either inside or outside the school. They must be taken seriously. Students must not talk, push or shove, and must pay full attention to any directives that may be given.

VACATION POLICY

Trips should be planned based on the school calendar. NO academic accommodations will be made for students who miss school.

SCHOOL AND STUDENTS WORKING PART TIME

While there are many benefits for a student seeking part time work after school hours, parents and students are urged to limit the number of hours worked and carefully monitor the effects a part time job may have on the student's school achievement. The QEP recommends 15 hours or less per week.

GRADUATION

All parents of Secondary V students must sign and return the form that explains in detail the requirements needed to attend LaurenHill Academy's Graduation Ceremony in early June.

REPORTING TO PARENTS

During the school year three report cards and a progress report will be issued. Parents will be invited to meet with the teachers for two of these reports. Please refer to the School Calendar for dates.

PROMOTION POLICY

Cycle I & II (Secondary I, II, III & IV):

Promotion policy determined by the Ministry's reform regulation.

High School Graduation Requirements:

- A minimum of 54 Sec IV & V credits, including at least 20 Sec V credits.
- Mandatory Sec IV credits:
 - 4 credits in Mathematics (Cultural, Science)
 - 4 credits in History and Citizenship / Histoire et Citoyenneté
 - 4 credits in Science & Technology
 - 2 credits in Art Education (Music, Art, Dance or Drama) □ Mandatory Sec
- V credits:
 - 6 credits in English Language Arts
 - 4 credits in French Second Language
 - 2 credits in Ethics & Religious Culture OR Physical Education