



# ROSEMOUNT HIGH SCHOOL



## STUDENT HANDBOOK

2009 - 2010

**DEMETRA DROUTSAS**

PRINCIPAL

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***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_ HOMEROOM \_\_\_\_\_



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A large educational institution where many people work and live together each day cannot function effectively without an established code of behaviour. Therefore, we insist upon an orderly school. This means **mutual respect, tolerance and socially acceptable behaviour.**

We expect students to arrive on time, be in proper uniform, stay in school for each one of their classes and treat those around them with **respect**. For the information of parents and students we have listed a summary of the general standards of student behaviour expected of all students of Rosemount High School.

**COMMUNICATION:** All of the following information along with periodic updates can be found on our website: [www.emsb.qc.ca/rosemount](http://www.emsb.qc.ca/rosemount). In addition, you will also find many useful items such as exam schedules important announcements etc.

#### **BELL SCHEDULE**

A regular school day consists of 4 periods of 75 minutes:

8:10 a.m.	WARNING BELL
8:15–9:35	Homeroom + Period 1
9:35 - 9:40	Passing Time
9:40 – 10:55	Period 2
10:55 - 11:10	Recess
11:15 - 12:30	Period 3
12:30 - 1:20	Lunch
1:25 - 2:40	Period 4

**STUDENTS MUST BE ON TIME FOR EACH CLASS.**

Period 6

### **RULES, APPROPRIATE STUDENT BEHAVIOUR , AND IMPORTANT INFORMATION FOR PARENTS**

#### **CODE OF CONDUCT & DISCIPLINE**

We insist that students conduct themselves in a manner which shows respect towards other students, staff members and the school itself. All students have the right to a safe and clean school. This policy may extend beyond the grounds of the school. Aggressive threatening behaviour such as bullying or cyber-bullying amongst RHS students will be met with disciplinary action. Since this type of behaviour may continue outside the influence of the school, parents may consult the following sites to help with any problems their child may be experiencing.

SafeCanada.ca  
-[http://www.safecanada.ca/link\\_e.asp?category=28&topic=164](http://www.safecanada.ca/link_e.asp?category=28&topic=164)

Canada Safety Council  
<http://www.safety-council.org/info/child/bullies.html>

Kids Help Phone  
<http://www.kidshelpphone.ca>

#### **UNIFORM POLICY:**

This is the uniform policy approved by the RHS Governing Board which is in effect at Rosemount High School:

- A RHS polo shirt or polo fleece
- Black pants as per the description below

**ALL STUDENTS MUST BE IN UNIFORM AT ALL TIMES.**

All of the items may be purchased at:

**Triangulum Uniforms**  
**1440 Antonio-Barbeau, Montreal H4N 1H5.**  
**Telephone (514) 738-6660.**

All clothing for school must be the appropriate size for the student. **Baggy, over-sized or too tight clothing is not appropriate for RHS uniform. Exposed navels or midriffs are also unacceptable.**

**TOP:** Long or short-sleeved **RHS polo shirt** or the **RHS polo fleece**. The **RHS school sweatshirt** may be worn over the polo. **Only a plain white t-shirt may be worn under the polo shirt, RHS sweatshirt or RHS polo fleece.** Undershirts must be tucked in at all times. Get the right size shirt.

**TROUSER:** Pants must have the same style and similar fabric to the black pants offered by **Triangulum Uniforms**. Trousers should be neatly hemmed at the bottom. Belts must be appropriate size and passed through the belt loops.

In order to avoid confusion, parents and students are reminded that the following are **NOT considered acceptable trousers as part of the RHS uniform:** slit pants, tie-up pants, capri pants, hip huggers, jeans, corduroys, stirrups, leggings, track pants, stretch spandex pants, cargo (pockets on the legs) or jean-like pants. Yoga pants (that are of a thicker material than spandex pants) that are entirely black are acceptable.

**SKIRTS:** Girls may wear black STRAIGHT or PLEATED dress skirts. Denim and/or jean material is unacceptable. Skirts must be worn no shorter than 2 inches above the knee and no longer than just below the knee. **Skirts may be worn with white, grey, black or skin tone tights only. Knee-highs or thigh-high stockings are not permitted.**

**SHOES:** All shoes must have closed heels and toes. Boots and sandals **may not** be worn in school. Each student must have his/her own pair of running shoes as they are compulsory for Phys.Ed. classes.

**ACCESSORIES:**  
**Jewelry must be of a conservative style. PLEASE LEAVE EXPENSIVE JEWELRY AT HOME!**

The following are **unacceptable** at RHS and are **not permitted:**

- Scarves, sweatbands, neck bands, wristbands/gloves;
- hats, bandanas and caps;
- Accessories depicting drugs, violence or racism or alcohol;
- Studs and/or rivets on any part of clothing or accessories;
- Wallet and long key chains.

**HAIR:** Students' hair must be of a colour which occurs naturally in human hair.

A student who is **NOT IN UNIFORM** will be asked to change. If he/she does not have the necessary items, he/she **WILL BE SENT HOME TO CHANGE**. If uniform violations persist, students will be suspended.

**STUDENT ROUTINE**

Students must arrive to class **ON TIME**, and **IN UNIFORM** with all the required materials - textbooks, pens, pencils, Phys. Ed. uniforms, etc., to perform the tasks expected of them.

Students must be in **IN UNIFORM** for the entire school day .**STUDENTS ARE NOT ALLOWED TO CHANGE CLOTHES DURING RECESS OR LUNCH FOR SCHOOL SECURITY PURPOSES.**

Since traveling time is five minutes between classes, students should not go to their lockers between classes. They should take out all materials and texts from their lockers prior to homeroom, during recess and at lunch in order to be prepared for classes.

**NO STUDENT HAS THE RIGHT TO MAKE IT DIFFICULT FOR A TEACHER TO TEACH OR OTHER STUDENTS TO LEARN.**

Students are expected to cooperate with their teachers and classmates, to behave in an acceptable manner, and participate in class.

Students are expected to cooperate with staff members in the school. Rudeness or refusal to obey instructions, will result in disciplinary action.

Students are expected to behave in an acceptable manner in the halls during the day. **Running and/or screaming in the halls is unacceptable. Eating and/or drinking in the halls is forbidden. Students caught littering and/or vandalizing will face disciplinary action.**

**All doors in and around the school will be locked at 4:00 p.m.; therefore, all students must have all their belongings before this time. Students will not be permitted to go to their lockers after 4:00 p.m.**

#### **LATES:**

**A student is late for school if he/she is not in Homeroom class by 8:15 a.m. Students will be given three "late chances" per month. More than three unexcused lates will result in suspension. Chronic lates will not be tolerated.**

#### **LATE PASS**

1. When students arrive late to school, they are required to **sign-in** at the office.
2. They receive a **LATE PASS** which they **must** give to the teacher of the first class that they attend.
3. Class attendance is done by period. Administration then ensures that all students were present and accounted for in all classes throughout the day.
4. Students habitually late will receive a suspension.

#### **ATTENDANCE:**

Student's grades and attendance go hand-in-hand. Please remember that excessive absences lead to failure in the classroom. Attendance will be taken by teachers during homeroom (8:15 a.m.) and during each period of the day. **If a student will be ABSENT from or LATE to school for a valid reason, a parent or guardian must call the school office (514-376-4720) by 9:00 a.m.**

Excused absences are those resulting from illness,

injury, family emergency, team sport competition, field trip, court appearance, or religious observance. Upon returning to school, the student **must bring a note to the Principal or Vice Principal**, signed by a parent bearing the date, the reason for absence or tardiness, and phone number where a parent may be reached. If the absence is for a medical appointment, a doctor's note is required.

Classes repeatedly missed for any reason, without a note, will be counted as **unexcused absences**. Avoiding tests or paper deadlines is not a valid excuse for missing a class.

Any note from a parent excusing a student from school that day must be for a valid and legitimate reason.

Truancy (skipping) and official school suspensions are considered unexcused absences. Students who are not in class because of truancy or suspension are responsible for any assignments, tests or other work missed during that time.

In order to participate in athletics, performances, shows or other extra-curricular activities on a given day, **a student must attend all classes**. This means that a student must attend daily and be in every class without exception.

If a parent is away, the school must be notified of the guardian left in charge and the phone number of said guardian.

#### **SKIPPING CLASSES:**

Skipping will be treated as unexcused absences. Such absences are a serious offence against school rules. A student skips class can expect a detention for every class missed. Parents will be notified after the first offence. Students who continue to skip will be suspended. Parents will be asked to come in and discuss the problem.

#### **EARLY DISMISSAL**

Early dismissal for medical or personal reasons is granted if the student provides a written request signed by his/her parent or guardian. This signed request must be given to a secretary at the main

office before period 1 begins and must indicate the date, time and reason for the dismissal. There should also be a phone number to call in order to confirm the dismissal. Forged notes will result in disciplinary action.

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### **EMERGENCIES:**

It is imperative that the school be given a phone number where a parent / relative / guardian may be reached during the day in case of an emergency.

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### **SIGNING OUT**

Any student who becomes ill during the day must go to the Main Office or to the Nurse's Office. Before the student is released from school, a parent or guardian must be contacted and the student must sign out. A note should be brought to the Main Office upon the student's return to school.

If a student leaves the school without proper permission, the absence(s) will be deemed "unexcused", and treated as skipping. A note received the next day may not clear the student. Skipping consequences will follow.

**Secondary I - II** Students are recommended to stay on school grounds at recess and lunch time unless they have a note from a parent. These students are especially not permitted to go to the park across the street (the Rez).

**Secondary III-IV-V** Students must maintain a solid attendance record through the year in order to be considered eligible for Graduation and any other senior activities, privileges, awards and honours. Senior courses require a student's presence and participation every day. Secondary V are expected to attend regularly both before and after Prom.

### **DETENTIONS:**

Teacher detentions must always be served. Failure to do so will result in further action; ie., contacting parents, the involvement of administration, etc..

School detentions must be served on the assigned date. This may mean missing an athletic or extra-curricular responsibility, regardless of its importance. Only an administrator may change the date of a school detention at his/her discretion.

It must be understood that school-administered punishments have priority, except in clearly established extenuating circumstances, over baby-sitting requirements, part-time jobs, etc.

Failure in serving a detention may result in a suspension.

A student who is frequently absent without reason will receive warning letters at home. If attendance does not improve, the student will be reported to the Director of Youth Protection.

### **RESPECT FOR SCHOOL PROPERTY**

Respect for school property is a student obligation.

Vandalism in any form will not be tolerated and is punishable by suspension. In some cases, it may be necessary to involve local law enforcement.

Students found guilty will have to pay for any damages and replacement costs. Damaged or lost textbooks must be paid for by the student.

WRITING ON WALLS, desks, tables, chairs or in lockers, textbooks, washrooms, etc, is considered vandalism.

EATING and/or DRINKING in the halls outside of designated times is **not permitted.**

**RESPECT FOR COMMUNITY:**

Please show respect for our neighbours. Stay off their property, front steps, driveway, yard, laneways, vehicles, etc.

Behave properly in the shops and restaurants around the school.

RHS students are under no circumstance to enter the Rosemont Technology Center.

RHS students are not permitted to enter C.E.G.E.P. Rosemont buildings and grounds.

Avoid going up to the REZ.

Behave properly on the city busses. **Do not loiter** in the bus shelters.

Students who create a public disturbance may receive a fine from the police and may have to appear in court.

**STUDENTS ARE NOT PERMITTED TO:**

- be in the corridors during classes without a hall pass
- use the gym unless a staff member is present to supervise the activity
- remain in or around the school after 3:30 p.m. (unless in detention or participating in an extra-curricular activity under teacher supervision.)
- invite outsiders into the school to visit them.
- share lockers or use lockers other than their own.
- bring a diskman, blackberry, cellular phone, MP3, PSP pager or any other electronic devices to class or exams.
- use a cell phone in school.

- wear hats, bandanas, oversized headphones or caps in school
- bring backpacks/handbags to class
- change out of dress code during the school day.

**SMOKING:**

**By law, smoking in the school building / school premises is forbidden.** A student who breaks this regulation will automatically be suspended from school.

**EXAMS:**

There will be two formal exam periods this year:

End of term 2 –

***January 11<sup>th</sup> to January 15<sup>h</sup>, 2010***

End of Year -

***Dates to be announced***

Exam schedules will be given to students a week or two before exams and also be available on our website. Make sure you are present on the date and time of your exams. Students and their families must make every effort to avoid absences on exam days, especially those set aside for High School Leaving Exams. Unexcused absences on these days will result in a *grade of "0"* on the missed exam. A student who is absent due to illness must present a doctor's note.

**FAMILY TRIPS:**

As the school calendar provides a generous vacation schedule, we strongly discourage family trips which result in students' missing school. Such absences hurt the student whose work is interrupted. Our curriculum is quite demanding; class attendance is crucial. **DO NOT plan trips during MELS Exams.**

**HOMEWORK POLICY:**

Every student will have some homework to do each evening. The type and amount of work will differ from one grade to another and will include formal

assignments, projects and review work as well as studying for tests and exams. ***Homework is assigned daily.*** Please call the school if there is a problem. Teachers will contact parents if students are not doing their homework.

#### **MISSED HOMEWORK & CLASSWORK:**

When students miss school, they are responsible for getting assignments from other class members or their teachers. If the illness is a lengthy one, please notify the Main Office. The Office will collect assignments and send them home with a friend or relative of the student. Students must be prepared to make up tests and/or quizzes a few days after their return unless other arrangements for an extension have been made with teachers.

#### **STUDENT TIMETABLES:**

Student timetables for 2009-2010 are the result of a lengthy and complicated procedure that began last January. Once a student's needs and interests were identified, the school's master timetable was developed and the teaching staff was assigned. Consequently, changes to student timetables in September can be made for only the most exceptional reasons.

Students should keep a copy of their timetable in their locker, their agenda and at home. Parents are urged to check their children's timetables to be familiar with the courses for which they are registered.

#### **COURSE CHANGE REQUESTS:**

As a general rule course changes are effected only for two reasons:

1. An error in level or course placement  
or
2. A student repeating a course with the same teacher. Any requests for course changes

must be made at the Main Office.

#### **SUSPENSIONS:**

Suspension penalties may be administered to students up to a maximum of 5 days for the following infractions:

1. Fighting, horseplay, pushing, hitting.
2. Vandalism, destruction of school property, theft.
3. Refusal to serve detentions or obey instructions.
4. Physical or verbal abuse of teachers or students.
5. Smoking in school or unauthorized areas (automatic - suspension).
6. Rudeness, insolent attitude.
7. Use of or distribution of drugs, alcohol, or other illegal substances.
8. Uttering threats, harassment, name-calling.
9. Possession / use of dangerous items.
10. Frequent class disruptions, frequent dress code violations.
11. Lates (frequent and unexcused).

#### **SUSPENDED STUDENTS ARE NOT ALLOWED TO:**

1. Participate in any extra-curricular activities: dances, sports teams, band activities, shows, etc.
2. Visit the school or loiter outside the school building. Should they do so, the period of suspension will be automatically extended.

#### **TEXTBOOKS**

Complete sets of textbooks are supplied to students without charge. These books are the property of the School Board and must be returned to the school at the end of the year or upon withdrawal from the school. Any lost or damaged books must be paid for

by the student. Final reports will not be issued to students in June until all textbooks and library books are returned and/or lost or damaged books are paid for.

### STUDENT REPORTS

The school year is divided into four terms. The end of each term is followed by the distribution of a Student Report (and Parent/Teacher Interview for terms 1 and 2). The dates are as follows:

Student Report I - Nov. 11 - P/T Interviews Nov. 12

Student Report II - Nov. 3 - P/T Interviews Feb. 4

Student Report III Reports Distributed Apr. 9

Student Report IV Reports Distributed June 25

The last report of the year, issued at the end of June contains the final school mark.

### EXCEPTIONS:

For courses subject to external examinations by the Ministry of Education, *the June mark is the school mark submitted to the Ministry*. The school mark is used by the Ministry along with the examination results to produce the *Final Mark* which is mailed to the student in July.

### SCHOOL SUPPLIES:

Students must supply their own exercise books, pencils, pens, etc.

### PHYSICAL EDUCATION:

Physical Education is *compulsory* for all students in Secondary I,II,III, IV & V. Only a note from a parent or a doctor can excuse a student from gym for medical reasons. To be excused for a longer period of time requires a *doctor's written request*. R.H.S. Phys. Ed. uniforms and running shoes are required for all students. The uniforms can be purchased from the Physical Education Department.

Students must lock their belongings in the locker room.

### SCHOOL FEE

All students pay a school fee. It must be paid to the Main Office by **Friday, September 4<sup>th</sup>, 2009**. The school fee is used to defray the cost of lunchtime supervision, intramural athletic activities, related extra-curricular activities, Student Council, field trips, I.D. photos, agenda books, workbooks, etc.

**The Fee for Secondary I to V students is one hundred and fifteen dollars. (\$115.00)**. This includes one combination lock of excellent quality for secondary one students and a yearbook for secondary five students.

### INSTRUMENTAL MUSIC FEE

Throughout the year, the Music students receive group lessons by various professional musicians hired by the department. Music students also have the opportunity to participate in two major festivals; Musicfest Québec and the Fine Arts Festival. **The Instrumental Music Fee of eighty dollars (\$80.00) for Sec. I,II & III and of one hundred and five dollars (\$105.00) for Sec. IV & V** covers the above expenses as well as the materials needed for the course. For obvious health reasons, all Instrumental Music students are issued their own personal mouthpiece which they will retain until they have completed the program. **A maximum charge per family is one hundred five dollars (\$105.00)**.

### LOCKS AND LOCKERS

Each student is assigned a locker for books and street clothing. Students are **not permitted** to share lockers. Students **are responsible** for the content found in their locker. Every student must purchase one good quality lock for their locker as well as a lock for their gym locker. The school has good quality combination locks available at a cost of five dollars (\$5.00).

**Combinations should not be given to any other individual.** While all reasonable precautions are taken to protect students' property, some students do suffer losses through break-ins. Although proper use of a good lock will help to prevent theft, **the only way to ensure that you will not lose expensive articles or items of sentimental value is to leave them at home.**

### USE OF MAIN ENTRANCE:

In order to permit access to the school by the general public, **students are not permitted to gather on or around the front steps or inside the front doors.**

**The area around the main entrance (both inside and outside) is out of bounds to students at all times.** This means that students **may not enter or leave** the school building by means of the front door except when all other entries are locked or when they arrive late to school.

#### **CAFETERIA:**

A cafeteria is available for student use and students are expected to confine their eating to this area at recess and at lunch.

#### **STM BUS TRANSPORTATION:**

All students under 18 years of age and who live on the Island of Montreal may obtain an OPUS card and benefit from a reduced fare for public transit. There will be a photo session for those students (mainly Secondary 1) on the date indicated below. Students living more than 3.2 kilometers from school and within the EMSB territory may receive a reimbursement if they are social assistance recipients or living in a foster home. This payment will be made sometime during the end of the school year.

#### **OPUS PHOTO SESSION: September 21<sup>st</sup>, 2009**

Students must bring a piece of ID (i.e. medicare card) and **\$8.50** (*exact amount*) on the day of the photo session. Those students who already hold a valid OPUS card will not need to have their photo taken.

#### **LIBRARY**

The library is open five days a week, including before and after school, and is staffed by a professional librarian. The stock consists of approx. 20,000 titles in both French and English, and it subscribes to 40 periodicals and 2 newspapers, again both French & English. The Library circulation system is computerized and the catalogue can be accessed online; it is linked to all the other schools in the system, both elementary and secondary. The library currently has 13 computers, all with Internet connections and printing facilities. A photocopier is also available.

#### **SCHOOL HEALTH SERVICE:**

It is the students' responsibility to advise the nurse of any medical problems such as asthma, epilepsy or diabetes. No medication, including aspirin, is available in the school health service.

In the event of a serious injury or illness to a student, the home will be contacted by the Administration. We strongly urge each student to carry their Medicare Card number and the business telephone number of their parent(s) or another responsible person who may be reached during school hours. Should Administration and/or the nurse judge that the injury or illness warrants immediate attention, and if we are unable to contact anyone responsible for the student, we will send the student by ambulance or by taxi to the nearest hospital. The cost of transportation is the responsibility of the parent.

#### **SCHOOL BOARD NUTRITION POLICY**

What young people eat is a responsibility that is shared by parents, schools, and youths themselves. The English Montreal School Board Nutrition Policy aims at promoting healthy living habits among all students by teaching them the essential knowledge and skills they need to make nutritious food choices by providing an environment conducive to healthy eating.

#### **SCHOOL SOCIAL SERVICE:**

A school social worker is contracted to the school by the CLSC. He/she works with students who present psychosocial difficulties which affect their school life. The social worker is available for referrals for direct intervention with students and their families.

#### **SCHOOL GUIDANCE SERVICE:**

The students have free access, at any time, to a guidance counselor. They are in the business of helping students deal with personal issues and/or other problems which may adversely affect their progress at school. Counselors also help students learn about educational options and/or other requirements for a career or job. Parents can easily arrange for an interview with a counselor. To do so, please call the school (514-376-4720) for an appointment.

**PARKING:**

Students are not permitted to park on school property nor loiter around the parking area.

**GOVERNING BOARD (SCHOOL COMMITTEE) :**

The Rosemount High Governing Board is composed of interested and concerned parents. Parents interested in serving on this Committee can telephone the school for more information.

**EMERGENCY SCHOOL CLOSING:**

If the school is to be closed because of poor weather conditions, for problems of heating or power failure, etc., an announcement will be made on radio stations between 6:00 and 7:00 a.m.