



Royal West Academy – Code of Conduct 2023-2024

Information for Parents, Guardians and Students

Mission and Goals of Royal West Academy

Royal West Academy is an alternative high school with a limited enrollment. Its mission is to provide a structured milieu in which students are committed to academic achievement, bilingualism, literacy in digital technology, an appreciation of the arts, an understanding of social issues, and a sense of community responsibility.

The staff and administration encourage the development of self-discipline, learning and interpersonal skills, a strong sense of responsibility, and self-esteem in the students.

Our code of conduct adheres to the Quebec Charter of Human Rights and Freedoms which states in Section 10: "Every person has a right to full and equal recognition and exercise of [their] human rights and freedoms, without distinction, exclusion or preference based on race, color, sex, gender identity or expression, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, a handicap or the use of any means to palliate a handicap."

At Royal West Academy we believe that all students should:

- 1) Benefit from an atmosphere which encourages them to realize their potential, one that encompasses not only their academic development, but also their social and physical well-being.
- 2) Display responsible actions, self-discipline and mutual respect through a structured environment.
- 3) Promote a school culture that embraces diversity, inclusion, and understanding of social issues.
- 4) Be provided with a curriculum enriched with accelerated content.
- 5) Develop the ability to function bilingually.
- 6) Develop the ability to use digital technology effectively and be able to assess the relevance and validity of information.
- 7) Explore the arts beyond the mandated curriculum.
- 8) Benefit from continuity and support through a "Teacher-Advisor" system.
- 9) Participate in the compulsory extra-curricular program that includes athletic, cultural, environmental, and community service activities as a means to promote personal development and school involvement.



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10) Participate in a milieu in which parents, guardians, students, and staff share the responsibility for achieving the mission and goals of Royal West Academy.

11) Develop a strong sense of community within the school and in extended community.

Charter of Student Rights

This Charter addresses rights and responsibilities of students at Royal West Academy. As a student of Royal West Academy:

1. You have the right to be treated fairly and with respect. You have the responsibility to treat others with the same fairness and respect.
2. You have the right to not be discriminated against on the basis of your gender, sexual preference, age, religion/belief, physical appearance, opinions, and political views.
3. You have the right to express your opinion freely and openly without fear of ridicule within the boundaries of respect so as not to offend others by words or actions.
4. You have the right to feel secure in your person from any form of harassment, be it sexual, physical, emotional, or mental.
5. You have the right to privacy with respect to personal belongings and private information, with the knowledge that the school has the right to inspect a student's locker, its contents and all personal belongings (including cell phones) if there are reasonable grounds for doing so.
6. You have the right to academic support, personal guidance, and academic counseling from the school community.
7. You have the right to a clean school environment and the responsibility to maintain it by refraining from littering or defacing the washrooms, cafeteria, classrooms, halls, and grounds.
8. Transgender or gender non-conforming (gender fluid) individuals, have the right to be who they are openly and have the right to be treated with dignity and respect as part of an inclusive school community both in the school and on school trips.
9. All students shall be able to use school facilities that best correspond to the student's gender identity, regardless of the student's sex assigned at birth.

With these rights, we understand that there are responsibilities. We all must respect these rights, and if we know of any violation, we have the responsibility to render non-violent assistance. We are also charged with ensuring that action is taken against those who may violate the rights of others. Appropriate action may include peer mediation, and parental, staff, or administrative intervention.

Royal West Code of Behavior

Royal West students are expected to:

- Arrive and leave school dressed in the school uniform (excluding shoes)
- Be punctual and attend all classes and chosen extra-curricular activities.
- Behave in a courteous and co-operative manner.
- Arrive at each class with the required materials and in proper uniform.
- Participate in keeping the school clean.
- Participate in three of the four specified extra-curricular activities yearly.
- Demonstrate responsible citizenship in the community.



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- Demonstrate a consistent effort in all aspects of school life.
- Avoid involvement in any form of bullying, violence or discrimination as an instigator or bystander.
- Report all acts of bullying, violence or discrimination to school personnel, directly or through a parent or guardian (reports are kept confidential).

Examples of bullying include, but are not limited to, pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. "Cyber bullying" is when a person is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another person using the Internet, interactive and digital technologies or mobile phones. Bullying and cyber bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing" or any other rationalization.

Persistent lack of effort will result in the student being asked to withdraw from the school, possibly during the school year.

Students **may eat or drink** anywhere inside the building with the **exception** of the following areas:

- library
- gymnasium
- locker rooms
- computer and science labs
- stairwells
- bathrooms

Students are expected to maintain a clean and safe environment.

Students are not permitted to smoke, or vape, on school property as well as within sight of the school.

The following infractions, but not limited to these, will not be tolerated and will result in immediate disciplinary action, which may include suspension or being asked to withdraw from the school: assault, fighting, bullying, vandalism, the possession or dealing of drugs, cheating, the forging of notes, disruptive classroom behavior, use of the internet as a means to intimidate, harass, or humiliate others, interfering with the proxy settings or the functionality of the internal network, posting of class materials or pictures on the web without a teacher's consent, skipping school or classes, repeated infractions leading to an excessive number of detentions, chronic lateness for school/classes, rudeness or the use of abusive language, including expressions of racial, sexist, or ethnic bias. The possession, use, or distribution of alcohol, drugs, pornographic material, or any weapons on school grounds, on any school trip or activity will result in a five-day suspension from school and may include additional sanctions.

Safety and Security

Students are not obliged to remain on campus at lunch. However, parents and guardians must be aware that there is no school supervision provided beyond school grounds. Due to



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the proximity of the school to the CPR train station and heavy traffic areas, parents and guardians are asked to support the school's efforts in reinforcing safety information to students.

Students should not arrive before 7:30AM and should leave the building by 3:25 p.m. unless he/ she/ they (henceforth referred to as "they") are under the supervision of a staff member.

While the school respects the students' right to privacy, the school reserves the right to inspect an individual's locker, its content, and all personal belongings (including cell phones), if there is deemed to be reasonable grounds for so doing.

Late Arrivals

Students are expected to arrive to school on time for the beginning of the homeroom period (8:30). Should a student arrive after the homeroom period, they must report to the office to obtain a late slip. All late arrivals require a justification from a parent or guardian. Failure to do so will result in disciplinary action, such as school detention. **Oversleeping, traffic, and missing buses or trains are not justifiable reasons for being late.**

N.B.: Any student skipping class will be suspended from school. Unjustified lateness following homeroom is unacceptable and will result in disciplinary action. Arriving after 1st period (9:34 AM) without a justified note or call from a parent or guardian is considered truancy. Students who are truant will face disciplinary action that may include suspension from school. Should lateness become a chronic problem, a student may be sent home, and the parent or guardian will be required to accompany the student on their return to school.

Absences

On the first day of a student's return to school after an absence, the student must present the Teacher Advisor with a signed and dated note from their parent or guardian stating the reason for the absence (unless such absence has already been entered by the parent or guardian in Mozaik). If a student is going to have a prolonged absence from school for medical reasons, parents and guardians are asked to contact the child's vice-principal. The student's assignments may be accessible via the course's online platform, or a folder kept in the office. Parents and guardians may arrange to pick up copies of physical assignments when appropriate.

A student who must be excused during regular school hours is required to present a dated note, signed by their parent or guardian with a phone number for verification, to the main office **(unless such absence has already been entered by the parent or guardian in Mozaik).**

Under no circumstances may a student leave the building early without clearance from the main office. Clearance from the general office implies having the student contact their parent or guardian who then communicates with the main office and gives permission to the office staff for the student to be dismissed from school; **the student must check out with the main office before leaving the school.** In addition, students leaving class without permission will incur disciplinary action.



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Neighbourhood Relations

It is important that the school maintain a good relationship with the residents, the businesspeople, and the community in the area. To this end, students are expected to treat the school's neighbours with respect and not to litter or unduly congregate in or around business establishments, residences, laneways and parks, or trespass on private property. Drop-off and pick-up is limited to Easton Avenue. Parents and guardians should not drop-off their children on Ainslie as this is a no-stop zone.

Detention Hall

Detentions are assigned as a result of an infraction of the RWA Code of Conduct. Repeated offenses are not tolerated and may result in more serious consequences including a meeting with parents or guardians.

Students must use the time available to them during detention to complete schoolwork, including reading. Any student not using their time productively (schoolwork) will be asked to leave the room.

Detention rooms are listed on the main office window. Locations may change every term.

Students must arrive for detentions in full uniform and on time at 3:10 p.m.

The use of electronic equipment such as cell phones or other devices are forbidden. Laptop computers may only be used with the permission of the teacher on duty and are only to be used to complete schoolwork.

Students will be given the opportunity to contact a parent or guardian or serve the detention on the following day.

The School Day

There are six periods of fifty minutes in each school day over a seven-day cycle. Between periods, students have four minutes in which to travel to their next class. Before the morning homeroom period, students are to get their books for the first two periods. A teacher may allow electronic equipment in class if it is required for educational purposes in a particular class. At recess, they should go to their lockers to exchange these books for the books needed for the third and fourth periods. Before afternoon classes they must get all books for the balance of the day.

Daily Schedule

8:30-8:40	Homeroom	11:36-12:26	Period 4
8:44-9:34	Period 1	12:26-13:16	Lunch
9:38-10:28	Period 2	13:16-14:06	Period 5
10:28-10:42	Recess	14:10-15:00	Period 6
10:42-11:32	Period 3	15:10-15:45	Detentions

Extra-curricular activities are compulsory for all students and may be scheduled before homeroom period, during lunch hour, after school, evenings, or on weekends.



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Teacher Advisor System (Homeroom)

Royal West Academy has a Teacher Advisor System. Approximately twenty-two students are assigned to each homeroom teacher, who assists them with course selection, schoolwork organization, and social well-being. Advisors also collect absence and late notes and distribute documents to be sent home. The Teacher Advisor and parents/guardians are encouraged to keep in contact regarding the student's progress throughout the year.

Parent and Guardian Communication with Teachers

If a parent or guardian would like to communicate with a teacher/staff member, this protocol should be followed:

- The first contact when a parent or guardian has a question or concern with a particular course should always be the subject teacher.
- E-mail the teacher via their EMSB e-mail. Teacher e-mails can be found on the Course Outline or on the RWA website.
- Please refrain from calling the office to reach teachers as teachers are rarely available to take the call immediately.
- Be aware that the teacher may need a few days to respond, particularly if a longer response is required.
- Please refrain from calling the secretary or the administration in that time because it may actually prolong the response time.
- Please refrain from popping into the teacher's class when you are at the school for a different reason. Visitors should not be circulating in the hallways.
- All communication should remain respectful as there is zero tolerance for intimidation of any kind at RWA.

Counselling and Guidance Services

RWA counsellors are available to help students as well as parents and guardians make better decisions concerning students' educational, personal, and vocational choices.

Students who encounter personal, social, or family issues may seek the services of the school's counsellors in a confidential environment (according to the Quebec Education Act and Youth Protection Act). Parents and guardians may also seek advice concerning issues regarding their child. Counsellors are a liaison with medical and psychological professionals outside the school.

Anxiety and self-regard issues are of a particular focus. RWA Student Services provides information sessions for parents and guardians to inform them of adolescent development issues. As well, Mindfulness-based stress management interventions are provided to students on a group or individual basis. A "Moment of Pause-itivity" is offered every day at the beginning of period three.

Students are provided with group sessions which are designed to increase their awareness of themselves and the way they make decisions.

Health and Social Services

The Youth Family Child Department of the CIUSSS du Centre-Ouest-de-l'Île-de-Montreal works



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closely with the school staff and community partners to ensure that the school is a healthy environment. The **Nurse** helps to improve, maintain and protect the health of the students by screening for health problems to orient students to appropriate resources. The Nurse offers group information sessions on health-related issues to students and school staff, provides support and consultations to school staff regarding first aid, monitors immunization, students' health records, and provides vaccinations. The **Social Worker** provides prevention services and intervenes with children who are experiencing psychosocial, adaptation or integration problems by offering classroom sessions to nurture children's emotional, social and ethical development; provides individual and family counselling; refers these children and their families to appropriate resources; provides group interventions to children to promote positive self-esteem and to respond to particular issues; acts as a consultant to school staff.

Academic Standards

Qualifying examinations in English, French, and Mathematics will be required for all students seeking admittance to Royal West Academy in Secondary I. Based on these results and the final Grade 5 report card, students will be granted an early acceptance, an interview, or refusal. For all students interviewed, the interview score, along with previous academic performance, as well as results from the qualifying examinations will constitute the basis for the admission decision.

Students are required to maintain high academic standing. This includes obtaining a final passing grade in all subjects and maintaining a minimum average of 65% on the final report card. Each student's academic record will be reviewed regularly. Final placement in Mathematics and Français (Langue d'Enseignement or **Enrichi**) will be made by the Administration in consultation with RWA teachers. Secondary IV and V students in the enriched math stream wishing to follow the Cultural Math pathway must indicate their preference on their Course Selection Sheet.

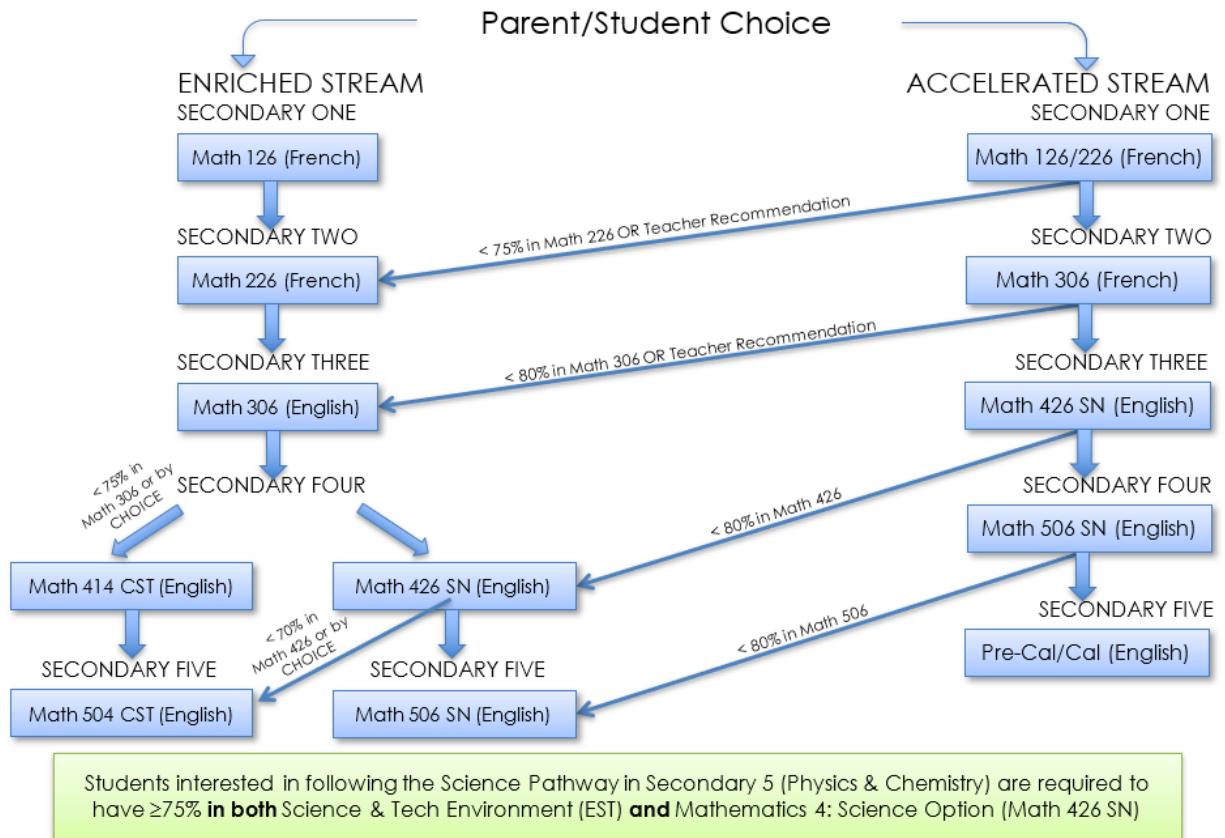
Students in accelerated Math 426 will be required to attend summer school and write the Supplemental Exam should they be unsuccessful in Secondary III.



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ROYAL WEST ACADEMY MATHEMATICS FLOW CHART



Term 1

At the end of the first term, a student who has obtained a grade of less than 60% in two subjects or more; and/or an overall average of less than 65%, will be asked to meet with the Administration or the Guidance Department with a parent or guardian present. The purpose of the meeting will be to determine the strategies and support necessary for them to succeed academically. A student may be prevented from attending activities or trips that necessitate missing classes.

Term 2

At the end of the second term, a student who has obtained a grade of less than 60% in two subjects or more; and/or an overall average of less than 65%, will be placed on probation. A student must improve their marks in order to be removed from probation. A student who is on probation will not be allowed to attend activities that necessitate missing classes, with the exception of activities that are mandatory for an academic course. A letter will be sent to the parents or guardians informing them of their child's probationary status. A meeting will



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be scheduled between the Administration, the Guidance Department, the parent or guardian and the student to determine the support necessary for them to succeed.

Term 3

To maintain their enrollment at RWA, a student on probation at the end of term 3 must:

- obtain a passing grade in supplemental examinations written in August (for Secondary 3 & 4 students only).
- obtain a passing grade in summer school in Math, French and English Language Arts (for Secondary I, II and III students).
- obtain a passing grade in all subjects and maintain a minimum overall average of 65%.
- have completed all ECAs.

A student who fails to meet the criteria mentioned above is subject to being required to withdraw from Royal West Academy.

Subject Allocation

Secondary - cycle 1, year 1 <u>Subject (sec. I)</u>	<u>Grade Completed</u>	<u>Periods</u>
English Language Arts	cycle 1, year 1	6
Français langue d'enseignement	cycle 1, year 1	8
Mathématiques I and/or II	cycle 1, year 1	8
Science et technologie	cycle 1, year 1	4
Physical Education & Health	cycle 1, year 1	3
Fine Arts – Drama Visual Arts Music	cycle 1, year 1	3
Géographie	cycle 1, year 1	3
Histoire et éducation à la citoyenneté	cycle 1, year 1	3
Ethics & Religious Culture	cycle 1, year 1	2
Ed. Tech & Programming I	cycle 1, year 1	2

Secondary - cycle 1, year 2	Grade	Periods
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Subject (sec. 2)	Completed	
English Language Arts	cycle 1, year 2	6
Français enrichi Français langue d'enseignement	cycle 1, year 2	8
Mathématiques II Mathématiques III	cycle 1, year 2	6
Science et technologie	cycle 1, year 2	4
Physical Education & Health	cycle 1, year 2	3
Fine Arts – Drama Visual Arts Music	cycle 1, year 2	4
Géographie	cycle 1, year 2	3
Histoire et éducation à la citoyenneté	cycle 1, year 2	4
Ethics & Religious Culture	cycle 1, year 2	2
Ed. Tech & Programming II	cycle 1, year 2	2

Secondary - cycle 2, year 1 Subject (sec. 3)	Grade Completed	Periods
English Language Arts	cycle 2, year 1	6
Français enrichi Français langue d'enseignement	cycle 2, year 1	6
Sci. Math 306 Sci. Math 426	cycle 2, year 1	6
Science et technologie	cycle 2, year 1	6
Physical Education & Health	cycle 2, year 1	3
Fine Arts – Drama Visual Arts	cycle 2, year 1	2



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Music		
Fine Arts – Drama Visual Arts Music	cycle 2, year 1	3
Histoire du Qué. et du Can.	cycle 2, year 1	4
Ed. Tech, Programming & Design	cycle 2, year 1	3

Secondary - cycle 2, year 2 Subject (sec. 4)	Grade Completed	Periods
English Language Arts	cycle 2, year 2	6
Français enrichi Français langue d'enseignement	cycle 2, year 2	6
Sci. Math 426 Sci. Math 506 Cultural Math 414	cycle 2, year 2	6
Science and Technology Sci. & Tech. of the Environment	cycle 2, year 2	7
Physical Education & Health	cycle 2, year 2	2
Fine Arts – Drama Visual Arts Music	cycle 2, year 1	5
Ethics & Religious Culture	cycle 2, year 2	2
Histoire du Qué. et du Can History of Qué. and Can	cycle 2, year 2	5
Projet personnel d'orientation	cycle 1, year 2	3
Electives (See below)	cycle 2, year 3	8



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Secondary - cycle 2, year 3 Subject (sec. 5)	Grade Completed	Periods
English Language Arts	cycle 2, year 3	6
Français enrichi Français langue d'enseignement.	cycle 2, year 3	6
Sci. Math 506 Cultural Math 504 Pre-Cal Calculus	cycle 2, year 3	6
Modern World History	cycle 2, year 3	4
Physical Education & Health	cycle 2, year 3	2
Fine Arts - Sound Engineering 3D Design Visual Art	cycle 2, year 3	2 or 4
Contemporary World	cycle 2, year 3	2
Financial Literacy	cycle 2, year 3	2
Ethics & Religious Culture	cycle 2, year 3	2
Electives (See below)	cycle 2, year 3	8or10

Electives Cycle 2, year 2 & 3	Periods
Music 4	4
Music 5	4
Chemistry	5
Human and Physical Geography (Sec V)	4
Enriched Biology	4
Computer Science	4
Digital Graphics	4



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Sound Engineering	2 or 4
Film	4
3-D Modelling and Animation	4
Physics	5
Leadership & Leisure Studies	4
Spanish I	4
Spanish II	4
Intro to Psychology (Sec 5)	4
Visual Arts 4	4
Visual Arts 5	2 or 4

Homework Policy

Assignments are given on a regular basis. Students are expected to complete and return assignments on the due date. Students are also expected to find out what homework they have missed due to absence. Strengths and weaknesses of the assignments are conveyed to the students. Students are expected to do between one and two and a-half hours of homework/studying each evening. If no written work is assigned, study time should be spent reviewing or doing extra reading. Parents' and guardians' responsibilities include scheduling a routine time for homework to be completed, providing a suitable environment for study, and ensuring that their child completes their assignments.

There is a three-day blackout period before the Mid-Year exams, and a five-day blackout period before the June exams. Teachers may not schedule evaluations requiring preparation at home during these blackout periods. Teachers may assign work for marks to be done in class during these periods, and evaluations not requiring preparation at home. Students absent for evaluations scheduled before blackout may be required to write those evaluations during blackout.

Evaluation

Teachers provide students, parents and guardians with the Standards and Procedures (Course Outline) of each course through the RWA website. Students experiencing difficulty in a subject area should make arrangements with the teacher for remedial help.

Remediation

Teachers are available to students for remediation when necessary. Remediation may take place in the morning, during the lunch hour, or after school. Every teacher will list the day of



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the cycle and the time of their remediation on the Standards and Procedures (Course Outline) of each course. Students are encouraged to attend remediation prior to hiring outside tutors.

Examination and Marking Policy

The school calendar has been divided into three reporting periods: November, February and June. Students will sit for formal exams mid-year, and again in May/June. In the event that the examination schedule is interrupted (snowstorms, etc.), **the schedule resumes on the day following the interruption.** It is important to note that some exams, such as the senior English and French examinations, are scheduled during the month of May, and the regulations pertaining to formal exams also apply to these.

Students are expected to present themselves at the examination room in full uniform, on time, and with the necessary equipment. Electronic devices (unless otherwise specified) are not permitted in exam locales. Those arriving more than 30 minutes late for an examination are not permitted to take the exam and may receive a mark of 0. Students absent without a note from their doctor may also receive a mark of 0 for the exam. The same applies to students on holiday travel. **Holiday travel or a family event is not a valid excuse for missing any evaluation. Parents and guardians should plan their holiday travel around the school calendar. Teachers are not expected to provide work for a student on holiday.**

The passing mark in all subjects is 60%.

Results on formal examinations are not enough to ensure promotion. Projects, home assignments, written work and periodic class tests may also form a considerable percentage of the final mark. Students are expected to hand in assignments on time and be present for all class tests. Students who do not have a valid reason substantiated with a parent/guardian/doctor's note for missing a class test or assignment may receive a mark of 0.

In unusual circumstances (e.g., participation in competitions, etc.) where a student must be absent from school, parents or guardians are required to inform the administration in writing **before** the event takes place. Some students may be absent from a class when an assignment is due or when a test is scheduled because of participation in a school sponsored activity. These students are expected to hand in their assignment before they leave and to make arrangements in advance that are satisfactory to their teacher, should the activity involve missing a test or lab.

Students who have been absent due to illness, accident, death in the family, or other extreme circumstances, must consult teachers immediately upon their return to make arrangements to hand in their work. Under these circumstances, a teacher may or may not require students to write missed tests.

Honour Roll

Students who maintain a general average of at least 80%, pass all subjects, and complete all required E.C.A.s are considered Honour Roll students. For graduating students, the final



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general average will be calculated using Secondary IV (Relevé des apprentissages) and Secondary V grades (Term I and II). Results from the MEQ français langue seconde exams are also included in the final average for graduating students. Those students graduating with honours will be awarded an Honour Cord at the graduation ceremonies in June.

Plagiarism

“Plagiarism” means the representation of another’s work, published or unpublished, as one’s own or assisting another in representing another’s work, published or unpublished, as their own.

No student shall represent another person’s work, published or unpublished, as their own in any academic writing, such as an essay, thesis, research report, project or assignment submitted in a course, or represent as their own the work of another, whether the material so represented constitutes a part or the entirety of the work submitted.

No student shall contribute any work to another student with the knowledge that the latter may submit the work in part or whole as their own.

Cheating

No student shall:

- In the course of an examination, obtain or attempt to obtain information from another student or unauthorized source, or give or attempt to give information to another student or possess, use or attempt to use any unauthorized material.
- Submit in any course any academic writing, essay, thesis, research report, project or assignment containing a statement of fact known by the student to be false or a reference or source that they know has been fabricated.

It shall be an offence to knowingly procure, distribute, or receive, by any means whatsoever, any confidential academic material such as pending examinations laboratory results, or course material from any source without prior and express consent of the teacher.

The following are sanctions for students found guilty of plagiarism or cheating:

- i) A mark of zero will be given for the assignment. If another student has enabled the plagiarizing or cheating student to copy their work, the writer of the original work will also receive a zero.
- ii) Parents, guardians and the Administration will be notified of the teacher's decision and sanctions.
- iii) A subsequent offence will result in a suspension.

Reference: McGill University/ Plagiarism and Cheating/ Student Rights and Responsibilities

Reporting

Three report cards are issued during the school year: in November, March and June. The period of work evaluated on each of these reports is indicated on the Standards and Procedures Document posted on-line by staff in September.



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Report cards are available to parents and guardians via the Mozaik Portal. Should a parent or guardian prefer to receive a printed copy of the report card, they may submit a request in writing, addressed to their child's vice-principal.

Formal Parent/Guardian/Teacher Interviews are held following Term 1 and 2. In addition, parents or guardians concerned about their child's progress should contact their child's teachers by email at any time. In cases where a student writes a Ministry set examination, the mark indicated on the June report is the school mark sent to Quebec. The final mark which the student receives from the Ministry in July is a composite of the Ministry examination results and a school mark. Missed credits in English, French, or Mathematics can be acquired at a summer school. Generally, only those students who receive a mark of 48 to 59 are permitted to attend Summer School.

Uniform Regulations

When Royal West Academy was founded, a school uniform was instituted for several reasons. The uniform is an integral part of the school's effort to create a structured environment where students can achieve their potential. The uniform helps unite the student body as an identifiable group and ensures that competition in fashion (and budget) is eliminated.

The uniform has been carefully selected and is of excellent quality. Where feasible, the uniform is purchased from companies that practice recognized standards for ethical employment.

It is each student's responsibility to arrive at and leave school dressed in the school uniform (except shoes). Other than the regular uniform, only grey, navy or burgundy sweatpants in solid colours with no patterns may be worn to school as leg wear in cold weather. Students participating in any school activity either in the building or away from school must remain in uniform. The full uniform must be worn from the first day of school. It is expected that uniforms will be kept clean, pressed, and in good repair.

The uniform is:

- a. Gray skirt or pants purchased from the RWA supplier, Top Marks. The skirt must be worn at the waist, unrolled, with the official kilt pin and must be **mid-thigh in length or longer**, and pants must be worn at the waist. The Royal West Academy Administration reserves the right to enforce the school uniform regulations and in the event of recurrent non-compliance, the school reserves the right to mandate parents or guardians to replace the school uniform.
- b. A school cardigan, pullover, or zippered jacket purchased from the RWA supplier worn in an appropriate manner.
- c. A properly worn, plain tailored white shirt or polo shirt purchased from the RWA supplier and embroidered with the school logo. The only layered look permissible is a plain white turtleneck worn underneath a **long-sleeved** oxford school shirt. Tops must be fully tucked in, and oversize or undersize garments are not permitted. Shirts must be buttoned up to the penultimate button.
- d. **Undershirts must be plain white.**
- e. Students must wear socks or tights in plain, solid colors with no patterns and in good



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condition. Acceptable colours are gray, white, black, or navy blue. If tights and socks are worn in combination, they must be in matching, plain colours as above.

- f. Footwear - Only completely black (including logos and soles), non marking, closed heel and closed toe shoes may be worn. No form of platform shoes, high-heeled shoes, clogs, sandals or boots may be worn. Shoelaces must be all black and tied.
- g. Accessories - Only regular belts in black, brown, dark gray, navy blue or white that fit in belt loops may be worn. Plain suspenders in navy, black, or gray are permitted. No outerwear such as jackets, boots, or hats may be worn in school. Conservative ties may be worn with the shirts. Jewelry must be of a **conservative** style (earrings, necklace, or a single nose stud etc). **No other visible facial piercing, nor tattoos permitted.** Scarves, sweatbands, neck bands, and wristbands are not permitted. No buttons, badges or unapproved paraphernalia may be worn, including articles hanging from kilt pins.
- h. Alterations which change the appearance of the uniform are not to be made (e. g. pegged pants, rolled cuffs, rolled waistbands, etc.).
- i. Students with long hair are expected to keep it away from the face. For health and safety reasons, long hair must be tied back during Science, Physical Education, and other sports activities. No headgear (e. g. hats, caps, full bandanas, etc.) with the exception of headgear worn for religious reasons. Headbands are acceptable.

If it is the parents' and guardians' obligation to ensure that students adhere to the Uniform Regulations. If the student has modified their uniform in a way that does not conform to the uniform policy, they will be subject to disciplinary measures, including being sent home immediately.

Dress Down Days and Overnight Trips

Participation in Dress Down Days and overnight trips, where students are permitted to be out of uniform, is a privilege that we want all students to enjoy. Nonetheless, guidelines are necessary to ensure that students are dressed appropriately and that the school remains an environment that is conducive to learning. Dress Down Days do not apply for Physical Education. The regular Phys. Ed uniform must always be worn.

The following is the dress code that is in effect during Royal West Academy Free Dress Days and overnight trips:

- Shorts, skirts and dresses must be "mid-thigh" in length or longer.
- Straps should be three fingers in width.
- No inappropriate slogans, logos or suggestive images.
- No showing of undergarments.
- No crop tops or baring of midriff.
- No headgear (e. g. hats, caps, full bandanas, etc.) with the exception of headgear worn for religious reasons. Headbands are acceptable.
- No pyjamas, costumes, slippers.

** As it is impossible to anticipate all situations, please note that this list is not exhaustive and that the final determination about the appropriateness of student dress lies with the staff of



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the school. If you are not sure if your attire breaks the School Dress Code, bring other clothing, just in case. **

Physical Education Uniform

In all Physical Education activities:

- Students should arrive to P.E. class wearing the proper gym uniform: Royal West burgundy t-shirt, Royal West gym shorts, athletic socks, and athletic footwear (nylons or tights are not permitted). The RWA sweatshirt and sweatpants, for outdoor gym classes, are required for all students. These items may also be worn to school as outerwear in colder weather.
- Students must wear the RWA Phys. Ed. Uniform for all athletic E.C.A.s
- Athletic Footwear must have laces; slip-on shoes are not acceptable.
- Only RWA sweatshirts and sweatpants are permitted for outdoor classes- including ECA apparel.
- No eating or chewing gum in the gym.
- **Students must purchase a lock to secure belongings in the locker rooms during PE and E.C.A. activities. RWA is not responsible for lost or stolen items.**
- Hair must be tied back (if long) and fingernails should be cut to a reasonable length.
- Protective equipment must always be worn if indicated.
- **All jewelry must be removed for Physical Education and sports activities.**
- **The regular P.E. uniform must be worn during Dress Down Days.**

Physical Education Safety

Physical Education is an opportunity for students to learn, develop and improve skills.

Safety is paramount, but there is always the possibility for injury in this physical environment. It is the student's responsibility to manage their behavior in a safe and positive manner following the guidelines set by the instructor.

When students are in the gym or fitness center, a teacher or adult coach must be present. If a teacher or adult coach is not present, the students must wait in the corridor.

Respect for property, both school and personal, is expected at all times. This includes locker rooms, gymnasias, outdoor playing fields, equipment and all other facilities used during physical education class and interscholastic sports.

Lockers

Students are assigned a locker by their Teacher Advisor and are not permitted to use any other locker. Only locks issued by Royal West Academy may be used by students. All other locks will be removed immediately. Locks are issued in Secondary 1 and must be kept until graduation. Loss or damage of a lock will require a student to purchase a replacement RWA lock at the main office. Royal West Academy is not responsible for any theft from lockers. For reasons of security, lockers are to be kept locked at all times. Each student is responsible for the cleanliness of their locker and marking, writing, or placing stickers on the lockers is not permitted. Lock combinations must only be given to the Teacher Advisor. Lockers may be subject to search by Administration.



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Lost Articles

Students, parents and guardians are advised that the school cannot be responsible for lost or stolen articles. Students bring valuable items or money to school at their own risk. The lost and found is located outside the General Office and the Foundation Gym and will be emptied the first Monday of every month. RWA recommends that students' names be written on all clothing and materials. Bicycles parked outside the school are vulnerable to theft or vandalism and are also the responsibility of students, parents and guardians.

Unacceptable Items

Certain items are not to be brought to school, including water pistols, stink bombs, air guns, knives and any other weapons. All electronic listening or communication devices **MAY NOT BE BROUGHT TO THE LIBRARY during class time unless it is required for educational purposes in a particular class.**

Electronic Devices

Personal cell phones and other mobile devices must be turned off and must be kept out of sight and silenced during class, unless their use is permitted by the teacher. RWA provides access to school-purchased devices for classroom use. Prior to using a cell phone, smart watch, or other electronic device, a student must seek the permission of the classroom teacher. **Failure to do so will result in confiscation by staff and/or the administration. A parent or guardian may retrieve their child's cell phone or electronic device at any time during school hours. A student may consequently lose access to the device while at school, during the school day for five days. Further, a student may also receive a school detention and any subsequent violation may result in suspension.** Cell phones and electronic devices may not be used between classes except during recess and lunch. Students may not receive phone calls and may not use the phones in the general office. Parents and guardians should contact the office for urgent matters.

Textbooks

Complete sets of textbooks are supplied to the students without charge. Books are the property of the school and must be returned to the school at the end of the year or when the student withdraws from school. Any loss or damage beyond reasonable wear will incur a fee. Subject teachers determine the condition of all textbooks prior to distribution. It is a student's responsibility to ensure the accuracy of the teacher's records. Final reports are not issued until lost books, including library books, are returned or a replacement/repair fee is paid.

Extra-Curricular Activities

Extra-curricular activities are an integral part of Royal West Academy's program. Students are required to participate in three (3) activities from the four (4) E.C.A. categories (cultural, sport, community service and environmental). Activities may transpire before school, at lunchtime, after school, in the evening, and on weekends. Please do not schedule doctor or dental appointments on days that will interfere with your child's activity, since regular attendance is compulsory in order to receive E.C.A. credits. **The Administration may limit a student's participation in E.C.A.s in cases where it is deemed to have an adverse effect on academic responsibilities.** A student that is absent from school on the day of an E.C.A. activity, without a justifiable reason, may not participate in an E.C.A. activity on that day. All



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E.C.A. credits must be obtained from the school community. **Students not fulfilling this part of their commitment will be asked to leave the school.** Parents and guardians are encouraged to purchase additional insurance in case of injury. Royal West Academy is not responsible for costs associated with accidents or injury during school activities.

G.M.A.A. and Royal West Academy Representation

Representing Royal West Academy is a privilege for all students and staff. Students must completely fulfill their commitment once they have agreed to represent the school. If students neglect this commitment, the consequences may include a suspension from all related activities for up to a year and payment of any fine the school may incur as a result. Activities in which students represent the school take precedence over other practices, jobs, appointments, or outside activities.

Parent/ Guardian Involvement

Parents and guardians, together with the students and staff, share the responsibility of meeting the objectives of the school. Upon joining the school community, parents and guardians undertake to assist with and broaden the extra-curricular experiences available. They may also serve on Home and School, the Governing Board (GB), Parent Participation Committee (PPO), RWA Foundation, or on various sub-committees. As part of their commitment to parent/ guardian involvement, parents and guardians must complete the parental involvement form, return it to the school, and fulfill their obligation.

Physical Fitness Requirement

The full participation of a pupil in the compulsory education and extra-curricular program at Royal West requires a good state of physical fitness. If there is a medical reason which would prevent or restrict the participation of a student in either program, it is the parent's or guardian's responsibility to submit a medical statement to the principal describing the particular condition.

E.M.S.B. First Aid Policy

Should an accident or illness occur, the physical well-being of the child is the main priority. Please be advised that EMSB policies are available at:
www.emsb.qc.ca/emsb/about/governance/policies-bylaws.

Principles

“The father and mother have the rights and duties of custody, supervision and education of their children. They shall maintain their children.” (Quebec Civil Code Art. 599)

“Every human being whose life is in peril has a right to assistance. Every person must come to the aid of anyone whose life is in peril, either personally or calling for aid, by giving him the necessary and immediate physical assistance, unless it involves danger to them or a third person or that has another valid reason.” (Charter of Human Rights and Freedoms)

A. Board Responsibility

In agreement with the CIUSSS', the Board furnishes its schools with the necessary equipment and materials to administer First Aid. Any adult in charge must ensure emergency care is



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provided. In cooperation with the health professional in the school, the Board encourages its employees to take First Aid courses, to ensure that they are able to cope with emergency situations. Employees called upon to administer First Aid are legally protected by the Board.

B. School Responsibility

The principal must inform students, parents and guardians annually of the Board's First Aid policy and must ensure that there are sufficient equipment and materials to administer First Aid. The school must maintain an area where an ailing or injured child can recuperate or await transportation home, to a clinic, or to a hospital. Names and phone numbers of parents and guardians must be readily accessible in the school.

Accidents and sudden illness are to be recorded by the school. In case of accident or sudden illness, the student must be given immediate attention and First Aid by any adult in charge. The principal or a delegate must advise the family of a student who becomes ill or injured as soon as possible.

C. Parent's Responsibility

Parents and guardians must inform the school if their child suffers from a handicap, recurring ailment, or an allergy. Parents and guardians must provide their child's Medicare card number and the name and phone number(s) of the person to call in an emergency. Parents and guardians must take care of their child in an emergency as soon as possible and are required to pay all transportation costs. The school recommends that parents and guardians purchase private insurance for their child.

D. Emergency Situations

Should immediate hospital treatment be necessary, and the parents or guardians are unable to pick up their child or cannot be reached, the school will arrange for the transportation and supervision of the sick or injured child at the parents' or guardian's expense. The school will inform the parents or guardians of the steps taken and urge them to go to the hospital as soon as possible.

E. Medical Supervision

At no time will the student be left without supervision. The person accompanying the injured student to the hospital should have all the necessary information - name, address, telephone number, and Medicare number - ready to present to the emergency admitting office. After the hospital staff takes over and parents or guardians are notified, the parents and guardians are responsible for getting their child back home after treatment.

Closure

The decision to close schools before the start of the school day shall be announced on most radio stations, on the E.M.S.B. website (<http://www.emsb.qc.ca>), or by mass email notification. The announcement by the media shall be made by 7:00 a.m. Should a school trip be scheduled to leave and the schools of the E.M.S.B. are closed due to inclement weather, the trip will be delayed. The media shall be notified by the Communications and Marketing Specialist about school closures or a school closure during the school day, after the decision is made by the Director General in consultation with the principal.



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Insurance

Parents and guardians are encouraged to subscribe to personal accident insurance in case their child gets hurt while participating in physical education and sports or in any other circumstances. Fees incurred for ambulance services, medical/dental/ocular services and any other services related to an injury will not be assumed by the school. Parents and guardians are encouraged to contact their personal insurance company or any other insurer to get advice and information about accident insurance coverage for their child. Travel insurance provided by the Comité de Gestion de la Taxe Scolaire de L'Île de Montréal through the English Montreal School Board is mandatory when groups of students and staff travel outside Quebec.

Musical Instruments, Laptops and A/V Equipment

Our school has an excellent band program and sound engineering elective. Although some students prefer to buy their own instruments, most students use instruments supplied by the school.

Our musical instruments, laptops and accessories are not insured by the school or School Board against theft or loss. Therefore, parents and guardians are requested to obtain insurance privately to cover the value of the instrument, and laptop including accessories. Loss or damage of a school instrument or laptop arising from a student's negligence will result in the full cost of repair or replacement being charged to the student.

Student Fees

Parents and guardians will find an itemized invoice for school fees through the Mozaik Portal. **All school fees shall be paid by November 1, via the Mozaik Portal.** Please note that the transportation allocation for students living in the territory of the E.M.S.B. may be withheld if there is any money owed to the school by the parent or guardian in accordance with resolution 16-03-23-17 approved by the Council of Commissioners.

Other Costs

A fee of \$50 for Graduation Exercises to cover the cost of the gown rental, the souvenir cap and tassel, and the diploma holder. An additional charge of \$15 per ticket will be collected to cover the cost of the auditorium rental.

School Trips

Students are offered the opportunity to go on various grade-level school trips. The Secondary II trip is an extension of both our French Immersion and Physical Education programs. This trip is also a major component of our Outdoor Education unit. They allow the students to learn lifelong skills and promote social development. The Secondary III's have an opportunity to experience many historical and cultural sites. The cost of the trips varies from year to year. Please note that grade level trips are contingent upon the participation of a minimum of 2/3 of the grade level students.

Parents and guardians should ensure that students have a valid passport well in advance of any trips. Parents and guardians should also expect additional expenses for "pocket money."



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Student Life Association

The Student Life Association is involved in providing many varied activities to meet the needs and interests of students. Since such activities contribute a great deal to the enrichment and enjoyment of school life, all students are encouraged to participate. Each homeroom has an SLA representative, and annual elections are held in May to select the Student Life Association executive. The SLA also sends two members to the school's Governing Board meetings. This year's executive consists of:

- Co-presidents: Marilena Sahlas-Roy and Saige Shrier
- Secretary: Brad Coleman
- Event Planner: Darius Villavera
- Grade 11 Rep: Eden Atlas
- Grade 10 Rep: Eve Bercuvitz
- Grade 9 Rep: Huda Runjeet
- Grade 8 Rep: Oliver Gee

School Dances

The Student Life Association organizes school dances, and the dance rules are distributed for posting in every classroom. A student may purchase a ticket and sign in a guest from outside the school community at least 48 hours before the dance and must arrive and leave with and assume full responsibility for the guest's behavior. A student in possession of, under the influence of, or providing drugs or alcohol shall be barred from the dance, the parents or guardians shall be notified, and the student will be suspended from school immediately for five days. Tickets are **not** sold at the door, and **door closing times will be strictly observed**. Please note that school dances are subject to cancellation in the event of low ticket sales.

Home & School

The Home and School is a group of volunteer parents and guardians interested in education and an enriched school environment. They meet regularly according to the dates indicated on the school calendar and posted on the school website. It typically hosts the Graduation Reception, Teacher Appreciation Luncheon, and the Science Fair Luncheon. It runs bake sales and the Book Fair and organizes the Library Volunteers. Our Home & School assists the school with programs and may provide scholarships and bursaries at Royal West. The Association provides parents and guardians with an opportunity to be involved in school life and to work with other parents and guardians in an informal, cooperative atmosphere.

Governing Board (GB) & Parent Participation Organization (PPO)

Members of the school community (parents, guardians, students, staff, and the general public) are welcome to observe meetings of the school's Governing Board and/or verify the minutes thereof on the Royal West Academy school website:

<http://www.royalwestacademy.com>. The Governing Board is a legally established committee consisting of representatives of all stakeholders in the school community. The Governing Board has decision-making powers and works with the principal to meet the needs of students and the Royal West community.

All parents and guardians of children attending the school are eligible candidates. The



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Annual General Meeting and Governing Board Elections will be held on **September 22, 2022**, at 7:00 p.m. to elect new members. Also, at this time, the parents and guardians may elect to form the Parent Participation Organization. Its main purpose is to assist the parent/guardian members of the Governing Board. The Governing Board meetings are open to all, although only elected parent or guardian, staff, and student members may vote.

Visitors to the School

Students should not invite outsiders to the school. If a student wishes to bring a friend to the school, the students must receive approval from all subject teachers concerned by completing the Visitor for a Day - Visitor Request Form. Visitors/ parents/ guardians at lunch hour or after school must have the permission of the Administration. All visitors must obtain a visitor's pass from the office.

Library

The library provides a quiet atmosphere where students are welcome to read, study and do research. Hours are from 7:30 AM to 4:00 PM daily. The library is staffed with a full time Documentation Technician and a part time Professional Librarian. Together the library staff ensures that students have access to the highest quality resources and services. This includes instruction to develop students' understanding of 21st century research, as well as the fostering of a lifelong appreciation of storytelling and reading through creative library programming. Parent or guardian volunteers also contribute to the library, helping with a variety of tasks and by guaranteeing that the library is rarely closed.

Print materials: Students may borrow up to six books at a time, with a three-week loan period and the option to renew. Students must present their ID cards in order to take out library materials. Returning books on time is the student's responsibility. Loans (including computers) will be denied to students who have overdue materials. Students will be charged for lost or damaged library materials. Failure to return books and/or settle debts will result in further penalties.

eResources: In addition to print materials, students have access to a wide selection of eBooks and eResources with the EMSB Virtual Library:

<http://www.emsb.qc.ca/virtuallibrary/index.html>. Digital resources are available in both English and French and can be accessed 24/7 from home and from school (some exceptions may apply).

Rules: All students are responsible for maintaining a quiet and respectful library environment. Individuals who misbehave will be asked to leave, and frequent offenders will lose library privileges and may face disciplinary sanctions. Computers are to be used solely for academic purposes. Personal electronic devices may be used at the discretion of the library staff. All electronic listening or communication devices **MAY NOT BE BROUGHT TO THE LIBRARY** during class time unless it is required for educational purposes in a particular class. No food or drink is permitted in the library.

Cafeteria

The cafeteria offers students a good variety of healthy foods at reasonable prices. Home-baked muffins, fresh fruits, milk, pure fruit juices, and cheese are some of the enticing snacks



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offered at recess. Lunch includes all of the above, plus hot soups, hot meals, nutritious fast foods, and salads. The popular “meal deal”, which is a complete meal from soup to dessert of the day, costs about \$4.95. The main dish of the day typically sells for about \$3.85. The cost of meals may vary from year to year. Meal cards are available for sale through the EMSB website at https://leminibistro.emsb.qc.ca/ui/s_public/meal-card.aspx. A subsidized breakfast program is available to all students at a cost of \$1.00. Breakfast is served between 8:00 AM and 8:25 AM.

Students who remain at school at lunch may either buy lunch in the school cafeteria or bring a lunch from home. In either case, they are encouraged to eat in the cafeteria. Please note that school bags are not permitted in the cafeteria during lunch time. The Home and School Association makes several microwaves available to students in the cafeteria. **The use of reusable water bottles is strongly encouraged.**

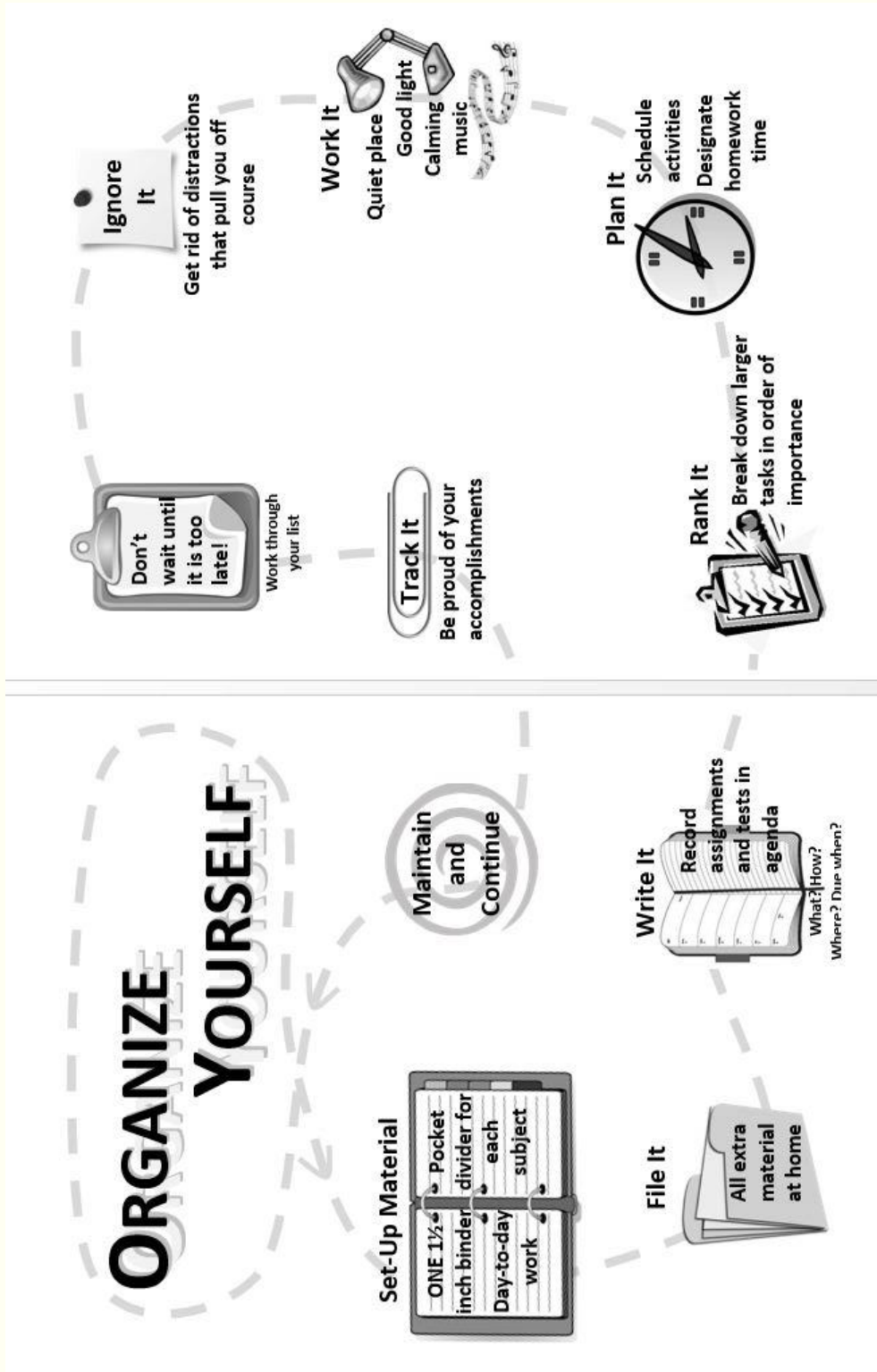
Transportation for Field Trips and Sports Travel

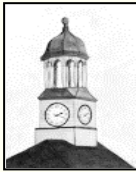
It is our policy to have groups and teams travel away from school by public transportation or by chartered bus. Students are discouraged from driving their own cars to such events. The school will inform the parent or guardian through their child ahead of time of the particular arrangements that have been made. Parents and guardians should be aware that they and the students will have to assume some of the responsibility in these travel arrangements - e. g. requesting that a student be dismissed directly from the event. Parents and guardians are encouraged to assist staff with the transportation of their children and teammates.



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REPRODUCIBLE

Make It A Habit!

The role you can play in protecting yourself and others online and offline

Make it a habit ONLINE to:

- Always add this line when sharing pictures electronically: "I do **not** consent to this picture being shared with anyone else."
- Get consent from a person before pasting or sharing their picture (even if you are in the photo too).
- Ask to be untagged and to have posts taken down if you do not want the image online.
- Respect requests from others to be untagged or to take down posts.
- Avoid oversharing private information that you do not want shared with others.
- Carefully handle information others share with you. If it wasn't intended to be shared, don't share it.
- Consider yourself and others before sharing.

When a person is being mistreated by others:

Online

- Do not 'like' or forward harmful messages.
- Challenge hurtful messages with messages, such as "That's not cool" or "I think s/he is awesome," etc.
- Send a message to the person to see if they are okay and to let them know that how they are being treated is wrong.
- Message the person who is posting harmful content or images and let them know that what they are doing is not okay.
- Save a copy of the harmful correspondence or content and go to an adult who will help.

Offline

- Refuse to participate and remove yourself from the situation.
- Be kind and include that person in school groups, what you are doing at lunch, etc.
- Privately go to the person who is being mistreated and tell them that you don't agree with what is happening to them.
- Go to an adult to let them know what is going on.
- Anonymously report your concerns to an adult.



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SCHOOL OF EDUCATION

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Important Telephone Numbers

Emergency		911	
Gai Écoute/ Interligne	24 hours	514-866-0103	https://interligne.co/en/
Montreal Sexual Assault Center	24 hours	514-934-4504	
Suicide - Action Montreal	24 hours	866-277-3553	www.suicideactionmontreal.org
Face à Face	M - F 9:00 - 17:00	514-934-4546	www.faceafacemontreal.org
Tel - jeunes	24 hours	1-800-263-2266	www.teljeunes.com
S.O.S Violence Conjugale	24 hours	1-800-363-9010 or 514-873-9010	www.sosviolenceconjugale.ca
Gay/Lesbian/Trans/Bisexual support	M-Th, 12:00-18:00	514-989-4585	www.p10.qc.ca
Kids Help phone	24 hours	1-800-668-6868	www.kidshelpphone.ca/en
Anorexia & Bulimia Quebec	8 :00 – 15 :00	514-630-0907	www.anebquebec.com
NSSI- Non-Suicidal Self-Injury			www.sioutreach.org

Hospitals & Health

Montreal Children's Hospital		514-412-4400	www.thechildren.com
MUHC Youth; Adolescent Clinic/Eating Disorders/Gynecology		514-412-4481	
Lakeshore General Hospital		514-630-2225	
Jewish General Hospital		514-340-8222	www.jgh.ca
Herzl Teenage Health Unit		514-340-8242	
Info Santé		811	www.santé.gouv.qc.ca

Drugs & Alcohol

Drug Help & Referral Line	514-527-2626 (24 hours)	www.parlonsdrogue.com
Foster Pavilion	514-486-1304	www.crdfoster.org
Al-Ateen / Al-Anon	514-866-9803	
Alcoholics' Anonymous	514-376-9230 (FR) / 514-350-3444 (ENG)	www.aa87.org
Narcotics Anonymous	1-855-544-6362	www.naquebec.org

Gambling

Foster Pavilion	514-486-1304	www.crdfoster.org
McGill University	514-398-1391	www.youthgambling.mcgill.ca
Gambling Health Referral Ctr	514-527-0140 (24 hours)	www.jeu-aidreference.qc.ca



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Others

Head and Hands (legal, social, medical, tutors)	514-481-0277	www.headandhands.ca
N.D.G. Black Cultural Center	514-481-3598	
Information and Referral Centre of Greater Montreal	514-527-1375	www.info-reference.qc.ca
NDG Food Depot	514-483-4680	www.depotndg.org
Carrefour jeunesse-emploi	514-393-9155	www.cjereseau.org

Legal

Legal Aid (Youth Section)	514-864-9833	
McGill University Legal Information Clinic	514-398-6792	licm.mcgill.ca

Tutoring

Ms. Sadia Di Pietro, RWA School Community	514-489-8454	sdipietro@emsb.qc.ca
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