

<b>IDENTIFICATION CODE</b>
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<b>POL03-014</b>
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**TITLE : REGULATIONS FOR STUDENTS REGISTERED IN A RESIDENCE**

<b>EFFECTIVE DATE</b>	<b>APPROVAL REQUIRED</b>	<b>RESPONSIBILITY FOR FOLLOW-UP</b>
<b>March 6, 2003</b>	<b>Administrator</b>	<b>Educational Services</b>

**ROADMAP**

	<b>DATE</b>	<b>ORDINANCE</b>
<b>ADOPTION</b>	<b>March 6, 2003</b>	Ordinance 03-014
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## Table of content

FOREWORD.....	2
1. AUTHORITY .....	2
2. INTERPERSONAL RELATIONS.....	2
3. ENTERTAINMENT .....	3
4. OUTINGS AND CURFEW .....	3
5. PROPERTY AND MATERIAL DAMAGES.....	5
6. SCHOOL ATTENDANCE .....	6
7. SECURITY.....	6
8. SLEEP OVER .....	7
9. THEFT AND OTHER VIOLATIONS .....	7
10. VISITORS.....	8
Appendix 1 – Suspension: Definition and Procedure .....	9
Appendix 2 – Permission Form to Sleep Outside the Residence.....	10
Appendix 3 – Health Checklist.....	11
Appendix 4 – Autorization Form for First Aid Care.....	12
Appendix 5 - Protocol : emergency procedures for students in residence .....	13

## FOREWORD

In this document, the terms “suspension”, “expulsion”, and “case study” are often used. Precisions must be provided in regards to the responsibilities of the involved parties:

- When a resident is **suspended** or **expelled** from the residence, the parents are responsible for finding accommodation for the resident as well as for any expenses incurred.
- The parents, the person in charge of the residence, and if needed a representative of the school board will participate in the **case study**.

## 1. AUTHORITY

- 1.1. All staff members have authority over all residents.

Lack of respect towards a staff member can lead to a suspension. Repetition of the offence could lead to an expulsion.

## 2. INTERPERSONAL RELATIONS

- 2.1. The resident must always adopt an attitude of respect towards his/her fellow residents and the staff. This attitude must show itself through the language, the appearance and the behavior as established in this document. Physical or verbal harassment will not be tolerated in the residence.

- 2.2. Residents violating these rules will be submitted to the following:

- ⇒ 1<sup>st</sup> violation : Verbal warning.
- ⇒ 2<sup>nd</sup> violation : Call and written notice to parents.
- ⇒ 3<sup>rd</sup> violation : Case study with possible suspension.

### 3. ENTERTAINMENT

- 3.1. Televisions, radios, stereos, electronic games and devices as well as computers have to be kept at an acceptable noise level.
- 3.2. Use of music systems in the recreation room and on the grounds of the residence is forbidden. This also goes for speakers placed in the room windows.
- 3.3. Staff members have the right to see any magazine, book or internet site that is being viewed in the residence. **No pornographic films, television programs, websites, books or magazines will be tolerated.**
- 3.4. Residents violating these rules will be submitted to the following:
  - ⇒ 1<sup>st</sup> violation: Verbal warning.
  - ⇒ 2<sup>nd</sup> violation: Call and written notice to parents.
  - ⇒ 3<sup>rd</sup> violation: Confiscation of the object. The length of the confiscation will be determined upon the case study.
- 3.5. Boy residents are not permitted in the girls' bedrooms and girl residents are not permitted in the boys' bedrooms.
  - ⇒ 1<sup>st</sup> violation: Verbal warning.
  - ⇒ 2<sup>nd</sup> violation: Written notice to parents.
  - ⇒ 3<sup>rd</sup> violation: The resident will be suspended from the residence. The length of the suspension will be determined upon the case study.

### 4. OUTINGS AND CURFEW

- 4.1. The responsibilities assumed by the adults on duty towards residents create the obligation to have a log book in order to know at all times the whereabouts of the residents in the village.
- 4.2. Each resident must enter the following information in the logbook before leaving the residence :
  - Name and room number;
  - Destination and telephone number where he can be reached;
  - Time of departure and arrival.

**4.3.** On weeknights, residents must be back at the residence by **9:30 pm**.

- **As of 9:30 pm**, peace and quiet is requested in the rooms. The use of earphones is compulsory.
- **As of 10:00 pm, residents** must be alone in their room.
  - Telephone calls will not be permitted unless it is an emergency.
  - Laundry room and kitchen facilities are closed.
  - Showers and hair dryers are forbidden.
- **As of 10:30 pm, lights must** be turned off.

**Residents who are not able to travel on the last day of the school week due to transportation delays are welcome to remain at the residence. If the resident elects to stay at a private home in Chevery, his/her parents must inform the residence staff and the resident must leave the residence by 4:00 pm.**

**4.4.** On weekends, residents under 16 years of age must be back at the residence by **12:00 am** (midnight) and those age 16 and over by **1:00 am**. If a resident is not back, the staff member on duty calls the number indicated in the logbook. If the resident cannot be reached and fails to show up within ½ hour of the curfew, the parents will be informed immediately.

- **As of 12:30 am**, peace and **quiet** is requested in the rooms. If you wish to listen to music you must use earphones.
- **As of 1:30 am, residents** must be alone in their room.
  - Telephone calls will not be permitted unless it is an emergency.
  - Laundry room and kitchen facilities are closed.
  - Showers and hair dryers are forbidden.
- **As of 2:00 am, lights must** be turned off.

**4.5.** Residents who do not respect curfews will be submitted to the following:

- ⇒ 1<sup>st</sup> violation: Verbal warning.
- ⇒ 2<sup>nd</sup> violation: Call and written notice to parents along with the suspension of outing privileges for one night.
- ⇒ 3<sup>rd</sup> violation: Suspension of outing privileges. The length of the suspension will be determined upon the case study.

- 4.6.** Residents not respecting quiet time will be submitted to the following:
- ⇒ 1<sup>st</sup> violation: Verbal warning.
  - ⇒ 2<sup>nd</sup> violation: Written notice to parents.
  - ⇒ 3<sup>rd</sup> violation: The resident will be suspended from the residence. The length of the suspension will be determined upon the case study.
- 4.7.** Residents who leave or aid another person to leave or enter the residence after curfew will be submitted to the following:
- ⇒ 1<sup>st</sup> violation: Call and written notice to parents.
  - ⇒ 2<sup>nd</sup> violation: Case study with possible suspension.
- 4.8.** Residents who leave the village without permission will be submitted to the following:
- ⇒ 1<sup>st</sup> violation: Call, written notice to parents and suspension of outing privileges. The length of the suspension of outing privileges will be determined upon the case study.
  - ⇒ 2<sup>nd</sup> violation: Case study with possible suspension.
- 4.9.** On school days, residents must sleep at the residence. The only exception to this rule is that a resident from Harrington Harbour may return to his/her home on a school day and sleep at home.
- 4.10.** If classes are suspended due to bad weather, residents must remain in the residence until the residence staff says otherwise.
- 4.11.** In the case of a planned pedagogical day in the middle of the week, students from Harrington Harbour should plan to go home to spend that day.

## **5. PROPERTY AND MATERIAL DAMAGES**

- 5.1.** The parents are responsible for property and material damages caused by their child.
- 5.2.** Quarrelling is forbidden inside the residence, as it is often the cause of property and material damages.
- 5.3.** The residents responsible for property and material damages will be submitted to the following:
- ⇒ 1<sup>st</sup> violation: Call, written notice to parents, and payment for the replacements or repairs incurred.
  - ⇒ 2<sup>nd</sup> violation: Case study with possible suspension and payment for the replacements or repairs incurred.

## 6. SCHOOL ATTENDANCE

- 6.1. Measures of control will be applied every half-day to ensure that residents do not stay in the residence when they should be attending school.
- 6.2. To allow residents who are absent from school due to illness to fully recuperate, they must remain in the residence during the day and evening.
- 6.3. The residents who refuse to leave the residence to attend school will be submitted to the following:
  - ⇒ 1<sup>st</sup> violation: Call and written notice to parents.
  - ⇒ 2<sup>nd</sup> violation: Case study with possible suspension.

## 7. SECURITY

- 7.1. All the locks on the bedroom doors are considered safe. It is therefore forbidden to change or add any other type of locks.
- 7.2. The residence is considered a public establishment and therefore submitted to the application of the Federal Law on smoking; therefore, **it is forbidden to smoke in the residence.**
- 7.3. **It is forbidden to have in one's possession any dangerous objects or products.**
- 7.4. **It is forbidden to have or carry weapons** (pocket knives, guns etc.).
- 7.5. **It is forbidden to have or use any device with an open flame** (lighters, candles, etc.) **in the bedrooms.**
- 7.6. **Dangerous behaviors** (smoking in the residence, burning things, false alarm, fighting, damaging fire extinguishers, flooding the floors, going in and out of the windows, etc.) **will not be tolerated.**
- 7.7. All residents who are suspected of having forbidden objects or products in the residence will be submitted to the following:
  - The **resident** will be asked to give the forbidden objects or products to the staff member on duty. If he/her refuses, the staff member on duty will search the resident's room in the presence of another person and confiscate any forbidden objects or products found.
  - The **staff** member on duty will immediately notify the person responsible for the residence and the parents (call and written notice).
  - **Upon a second violation**, a case study with possible suspension or expulsion will be held.

## 8. SLEEP OVER

- 8.1. Permission to sleep over will only be granted Fridays, Saturdays and on the eve of holidays.
- 8.2. All permissions must be requested before 7:00 pm.
- 8.3. **For residents who are minors**, sleep over permissions will only be granted with parental consent. The form in Appendix 2 must therefore be completed by parents and returned to the residence staff before any permission can be granted.
- 8.4. These permissions must be authorized by the staff member on duty, noted in the logbook (with his/her initials), in the section sleep over, on each occasion.
- 8.5. Permission could be refused even if the parents have agreed. If so, the reason justifying the refusal will be given to the resident and his/her parents.
- 8.6. Residents who sleep outside the residence without permission will be submitted to the following:
  - ⇒ 1<sup>st</sup> violation: Call and written notice to parents.
  - ⇒ 2<sup>nd</sup> violation: Case study with possible suspension.

## 9. THEFT AND OTHER VIOLATIONS

- 9.1. Each resident should have insurance for his/her personal belongings.
- 9.2. **Gambling is forbidden** inside as well as on the grounds of the residence.
- 9.3. **Possession, sale and consumption of drugs and alcohol are forbidden** inside as well as on the grounds of the residence.
- 9.4. **It is forbidden to enter the residence under the influence of drugs or alcohol.**
- 9.5. Residents violating these rules will be submitted to the following:
  - ⇒ 1<sup>st</sup> violation: Suspension of three (3) days.
  - ⇒ 2<sup>nd</sup> violation: Case study with the possibility of a longer suspension or expulsion.
- 9.6. All violations against the laws enforced in the province of Quebec involve the implication of the Quebec Police Force (Sûreté du Québec). In this case, parents will be notified immediately.
- 9.7. The resident formally accused of an offence will be suspended and possibly expelled.



## **10. VISITORS**

- 10.1.** All visitors must obtain permission from a member of the staff on duty to enter the residence.
- 10.2.** In order to maintain a climate favourable for study, visitors must leave the residence by **8:00 pm** on weekdays and by **11:30 pm** on weekends.
- 10.3.** Visitors are not admitted in the bedrooms.
- 10.4.** A maximum of one (1) visitor per resident will be admitted in the recreation room of the residence. In exceptional circumstances, the supervisor and the resident will determine together the number of visitors.
- 10.5.** The resident is responsible for his/her visitor while at the residence and must ensure that the visitor is always in his/her presence.
- 10.6.** Staff members may refuse the presence of a visitor if he/she determines that his/her presence could be detrimental to the other residents.

## **Appendix 1 – Suspension: Definition and Procedure**

### **1. Definition of Suspension**

A suspension is a means enforced and taken by the administration of the residence to give the student time to think of ways to modify his/her behavior.

In serious situations, (theft, vandalism, drugs, alcohol, fighting, disorder, lack of respect towards staff and companions, and all that may endanger security) the suspension may be followed by a definite expulsion.

Expenses incurred from a suspension are assumed by the parents.

**NOTE:** A suspension or expulsion involves official correspondence with parents. Certified copy will be forwarded to the school principal.

### **2. Procedure for Suspension**

#### **STEP 1: Prior to Suspension**

The supervisor is responsible for the application of the rules for the students in residence. He/she will use the means at his/her disposal to have the students conform to the rules.

Among these means we will find:

A firm attitude, clear requests, individual meetings with students having difficulties, a reminder of the consequences to violations, the application of sanctions provided, telephone call to parents, etc.

#### **STEP 2: Suspension**

When a suspension occurs, the supervisor completes a written report describing the nature of the violation. This report is forwarded to the school principal indicating the conditions for re-integration into the residence.

#### **STEP 3: Re-integration**

Before re-integrating the residence, a meeting will be held with the school principal, the student, the parents, and the supervisor responsible for the residence. The student will sign a contract accepting the conditions for re-integration.

## Appendix 2 – Permission Form to Sleep Outside the Residence (for residents under the age of 18)

During the time your child is in the residence he/she is placed under our responsibility.

In order to answer adequately to the needs of the students, we would like you to indicate the names of the families where your child may sleep for one or several nights (relatives, friends or others).

Permission will be granted by the staff member on duty.

**All information requested below must be entered**

NAME	ADDRESS	TELEPHONE	RELATIVE OR OTHER

\_\_\_\_\_  
*Father, Mother or Guardian's Signature*

\_\_\_\_\_  
*Resident's Signature*

\_\_\_\_\_  
*Date*

**NOTE : This form can be completed at any time of the year**

### Appendix 3 – Health Checklist

Resident's Name: \_\_\_\_\_

Indicate whether your child suffers from any of the following:

	YES	NO	If yes, explain:
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	_____
Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>	_____
Respiratory illnesses	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cardiac problems	<input type="checkbox"/>	<input type="checkbox"/>	_____
Skin problems	<input type="checkbox"/>	<input type="checkbox"/>	_____
Deafness	<input type="checkbox"/>	<input type="checkbox"/>	_____
Recent surgery or fracture	<input type="checkbox"/>	<input type="checkbox"/>	_____
Allergies	<input type="checkbox"/>	<input type="checkbox"/>	_____

Others : \_\_\_\_\_  
\_\_\_\_\_

	YES	NO
My child wears contact lenses	<input type="checkbox"/>	<input type="checkbox"/>
My child is on medication	<input type="checkbox"/>	<input type="checkbox"/>

If yes, please specify the medicament and dosage: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your child have special needs? Do you have any comments or recommendations?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Father, Mother or Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 4 – Authorization Form for First Aid Care

I authorize the staff member on duty at the residence  
to administer first aid care to my child if necessary.

\_\_\_\_\_  
RESIDENT'S NAME

More over, if the staff member on duty judges that my child requires transportation to the nearest clinic or hospital, I authorize the supervisor to make the necessary arrangements.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Father, Mother or Guardian's Signature*

**IMPORTANT :**        **Make sure your child has in his/her possession his/her Medicare Card.**

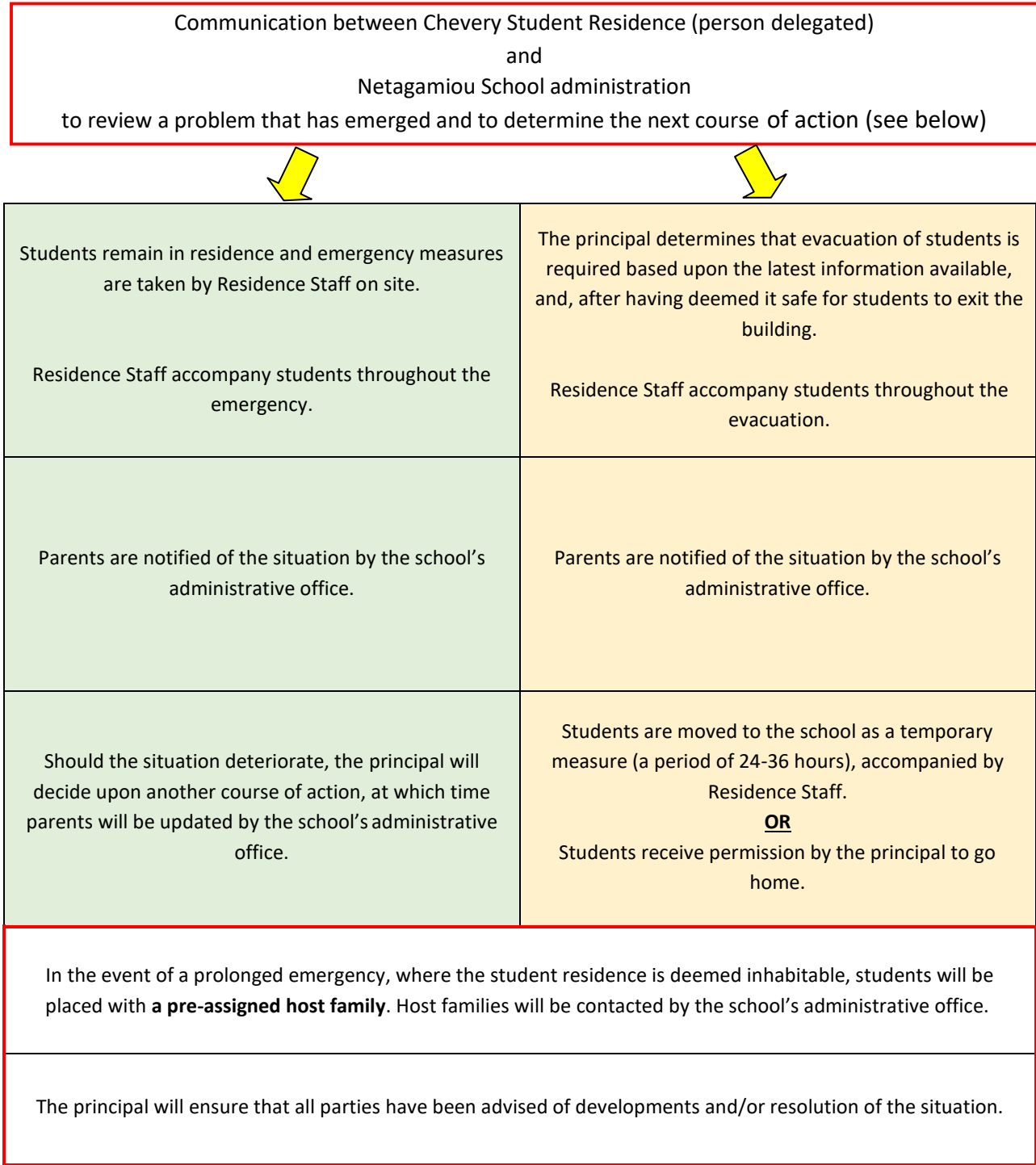
Does your child have any additional accident insurance coverage?    Yes                       No

Name of Insurance Company \_\_\_\_\_

Policy Number \_\_\_\_\_

## Appendix 5 - Protocol: emergency procedures for students in residence

*In the event of an emergency (including power outage or other act of God), the following process will be used...*



**At the earliest possible opportunity, the school's administrative office will notify the school board of the situation and of any changes to the situation as they occur.**