

SCHOOL POLICIES AND REGULATIONS

The school's policies are centred around three fundamental principles: respect for self and others; meeting school commitments; and being an active and positive participant in school life. These policies remain an embodiment of the school's motto, "Sanitas, Sapientia, Religio" – "Health, Wisdom, Integrity," and are a central component to student development at the school.

In meeting these principles, basic regulations are in place in which certain expectations are made clear to the school community. The core regulations of the school include the following:

- That students meet all commitments promptly and to the best of their abilities
- That the following are forbidden:
 - conduct that is harmful to others
 - the possession, use or distribution of illegal drugs in any form
 - the possession, use or distribution of alcohol
 - tobacco use and smoking
 - conduct that is prejudicial to the good order or reputation of the school

Consequences for the violation of these regulations will be severe and may result in suspension or dismissal from the school. An expanded overview of these core policies is found below as a guide for students and the school community.

Please note that school policies apply to all student trips (academic, athletic and extra-curricular) and activities both on and off campus including travel to and from the school. The school reserves the right to search any student room, locker or possessions if a student is suspected of having contravened school policy.

On occasion it may be necessary to carry out broader residence-wide searches of every room within a particular house without notification.

Disciplinary Process / Consequences

School responses to matters of discipline seek to be proactive and wherever possible build on constructive elements of personal counselling and reflection and/or service to the school community. Learning from one's mistakes and becoming stronger as a result of adversity cannot be overemphasized throughout the disciplinary process. Consequences for violations of school policies and regulations normally take one or more of the following forms:

- in-school detentions with a focus on academic work, fitness or campus work detail
- loss of privileges where students may be ineligible to attend or participate in certain school activities or events or may have their academic, athletic or co-curricular routines modified at the school
- academic confinement where students may not miss class or study time and may not travel off campus for any school activity; there is an expectation that students will thus use their time to focus on academic work

- campus confinement where students may not leave the bounds of campus or leave campus to attend athletic or extracurricular activities; the equivalent for day students would be campus barred except when fulfilling a school commitment
- house confinement whereby students may not leave their residences
- in-school suspension to be served on campus usually with a component of work detail
- out-of-school suspension to be served off campus usually with a component of work detail
- suspension to be served off campus usually with a requirement of independent academic study; students under suspension are normally sent home, regardless of distance (see “Suspension” for more detail)
- probation for academic or behavioural issues, whereby students are monitored for meeting improvement-oriented objectives with a specific timeline; a limitation of a host of privileges may be included
- dismissal: when a student is sent home from the school permanently for the remainder of the academic year

Suspension

The primary consequence of suspension is the removal of a student from the curricular and extracurricular activities of the school for the period of the suspension. Being a student at Stanstead College is a privilege, and suspension means a temporary loss of the privilege of being a student at the school with access to programs and activities.

The decision to suspend a student is reserved by the Headmaster or the Assistant Headmaster and is done in consultation with various faculty, students and parents as appropriate.

While under suspension, the student:

- may not visit the school;
- may not seek help, academic advice or direction from any staff member;
- may, of his or her own volition, acquire assignments from a classmate and keep his or her work up to date;
- may be required to write an external examination set by the Province or a formal internal exam;
- is required to use time productively and ensure that he or she keeps up with any missed academic work.

The matter of assignments and tests missed during the period of suspension will be determined by the Headmaster, the Assistant Headmaster and the Director of Academics.

Harassment

All students have a right to a safe and secure learning environment, and any form of harassment will not be tolerated.

Stanstead College is fully committed to respecting and protecting the personal dignity and human rights of our students, faculty and employees. All members of the school community have a right to

live, work and study in an atmosphere that is free of any form of verbal or physical harassment or intimidation and we all share a responsibility for ensuring that such an environment exists at all times.

Harassment can take many forms. It may include overt acts of sexual, physical, written, electronic or verbal abuse or more subtle forms of insults, remarks, “jokes,” graffiti or epithets, including the display of offensive materials.

Types of harassment include but are not limited to:

- *hazing* – actions or situations created in order to initiate new members of the community to a particular group that create in an individual feelings of discomfort, embarrassment or ridicule;
- *bullying* – physical or other intimidation of an individual by imposing one’s strength or one’s will;
- *sexual harassment* – unwelcome sexual advances, requests for sexual favours, physical contact, suggestive or degrading remarks or gestures, or the display of offensive materials;
- *racial/ethnic harassment* – any abuse of an individual or group on the basis of race or ethnic origin;
- *religious harassment* – any abuse of an individual or group on the basis of religion;
- *gender harassment* – any abuse of any individual or group on the basis of gender;
- *harassment on the basis of sexual orientation* – any abuse of an individual or group on the basis of sexual orientation.

The following procedure should be followed if a person feels he or she is being harassed:

1. Let the offending person or people know that you want the behaviour to stop. Tell them firmly and with a straight face. Give them a clear message of how you feel. If you would feel more comfortable, take a friend or write a letter, but do this right away.
2. Keep record of when, where, and how you have been mistreated. Include witnesses, actions, evidence and any written communication.
3. Contact someone at the school (such as an advisor, school administrator, House Director, faculty member or prefect) about the situation.

Consequences

Any serious, ongoing or repeat cases of harassment will be considered a major disciplinary offence and, as such, may result in suspension or dismissal from the school. Harassment can take place to varying degrees. Therefore, the consequences will be determined according to each situation.

Drugs

Stanstead College is committed to creating a learning environment that is free of drug use. The possession, use, sharing, distribution or selling of illegal drugs or drug paraphernalia by students at the school is prohibited and the consequences for such behaviour will be severe and will result in immediate suspension or dismissal from the school.

Students suspected of involvement with drugs will be approached and required to review the school policy on drugs and may be asked to be involved in a drug testing program.

- Illicit use of prescription drugs is forbidden and is considered a drug offence and includes sharing, distribution, selling and use by students.
- Illicit use of inhalants, non-prescription drugs and stimulants is forbidden and considered a serious health risk and also a school drug violation.
- Any student involved in a drug-related incident will face immediate suspension or dismissal from the school, though may under certain circumstances be allowed to return on a probationary basis with the possibility of a drug testing program.
- Involvement with drugs is an offence under the Canadian Criminal Code and local police authorities may be asked to work with the school in drug-related situations.
- Clothing, posters or symbols that promote drug use may not be displayed by students.

The school drug policy is communicated regularly to the school community in a variety of ways by the school administration, Health Services, advisors and residential staff. First-time violations of the school drug policy are normally regarded with a view toward rehabilitation; probation together with a drug awareness program, in tandem with the disciplinary process, is the usual first course of action. A second violation normally results in dismissal from the school.

Alcohol

No student may possess or consume any alcoholic beverage while under the jurisdiction of the school (including travel to and from the school).

Students who contravene school policy on alcohol face an automatic 20 hours of detention/work detail. A second incident may result in an automatic week suspension from the school with an additional 20 hours of detention/work detail with the student placed on probation for behaviour. Any further incident may result in the student's dismissal from the school.

Note that the consequences outlined above serve as a minimum guideline and incidents will be treated on a case by case basis and may result in more serious immediate consequences including dismissal from the school.

Although the legal drinking age in the Province of Quebec is 18 all students are bound by this school policy. Students in possession of alcohol or who purchase, bring or share alcohol (but do not drink) within the school community are also bound by this policy.

The school actively seeks to educate students with regard to alcohol use and responsible drinking. Clothing, posters or symbols that promote the use of alcohol may not be displayed by students.

Tobacco Use and Smoking

Stanstead College is a smoke-free campus and students enrolled at the school may not use tobacco products on campus, off campus or travelling to and from the school. In addition to federal laws on tobacco and the obvious health concerns linked to tobacco use, smoking presents a serious fire safety issue to our school community and campus. Students found to be in possession of or using tobacco products face serious consequences including detentions, suspension and dismissal from school. They may also be required to attend a smoking/tobacco cessation program.

- Students who smoke in a school building or in any building while traveling with the school face an automatic week-long suspension or out-of-school suspension from classes with an additional week of morning work detail and may be required to attend a smoking cessation program. Repeat incidences within an academic year may result in a second week-long suspension or out-of-school suspension with the student placed on probationary status for behaviour. Any third incident may result in the student's dismissal from the school.
- Students who smoke outside or off-campus face 15 hours of work detail/detention including campus confinement until all hours have been completed, and may be required to attend a smoking cessation program. Repeat incidences may result in an automatic week-long suspension or out-of-school suspension from classes. Third incidences may result in a second week of suspension with the student placed on probationary status for behaviour, with any further incidents (inside or outside) possibly resulting in a dismissal from the school.
- Students who smell like smoke or who have been in the presence of other students smoking may face the same consequences as one found to be smoking.
- The school will provide initial support to students who voluntarily seek to be involved in a smoking cessation program and no disciplinary measures will be taken provided a student comes forward before any incident arises. Students may bring this forward in confidentiality to the school Health or Counselling Services or to any member of faculty (e.g. advisor or House Directors, Director of Student Life).

Violent Behaviour

Violent behaviour or fighting is considered a major disciplinary offence and, as such, may result in suspension or dismissal from the school.

Public Displays of Affection

Students are expected to conduct themselves with complete propriety concerning public displays of affection. A friendly gesture between members of the same or opposite sex is acceptable if it might commonly be tolerated by a parent at home. Any gesture that displays or clearly hints at close

physical intimacy is not acceptable at any time within school bounds or while engaged in any school-sponsored activity. Students must realize that this may put others at a level of discomfort and must limit their displays of affection out of respect for others.

Sexual Intimacy

While the school recognizes sexual intimacy as a part of the movement between childhood and adulthood, sexually intimate behaviour is inappropriate for students at school. The reasons for this include physical, emotional and social consequences, the variety of student ages at the school and the respect for propriety within a residential school community.

Sexuality is addressed in the school's academic curriculum and specific concerns are addressed with support from the Health and Counselling personnel at the school.

Students involved in sexual intimacy at the school may be suspended or dismissed from the school.

Academic Honesty

The school policy on Academic Honesty is communicated regularly to the school community in a variety of ways by the school administration, advisors and individual classroom teachers and is an integral part of our academic curriculum.

Honesty is expected in all academic work – homework, assignments, research, tests and examinations. Participating in or abetting a dishonest act makes it impossible to attain the goal of academic success.

Academic dishonesty is a breach of the above principle and is explained as follows:

- use or possession of unauthorized aid or aids, including electronic aid or aids
- obtaining unauthorized assistance when writing a research paper or sitting a test or an examination
- committing plagiarism, which is the use of thoughts, ideas or work of another person and presenting them as one's own, without giving due credit to the original source (see below)

Refer to www.apa.org for the correct procedure for giving proper credit to sources

Plagiarism

Plagiarism includes but is not limited to the following:

- copying sections of text from magazines, journals, websites, books or other copyrighted material without using the correct in-text citation
- copying photographs, statistics or other non-text documents without giving proper credit to sources
- taking or submitting the work of another person as if it were one's own

- using work done by students in a previous year and submitting it as if it were one's own work
- submitting work that has been done by another student or person for payment or as a favour
- submitting work that has been done by another person and has been altered, falsified or forged
- to take information belonging to another person from files found on a computer or computers

Helping in any of the above offences or encouraging other people to commit such offences constitutes a serious breach of academic honesty and could result in suspension or dismissal from the school.

Consequences of Academic Dishonesty

A teacher or teachers will discuss the situation with the student in order to determine whether an infraction of the policy on Academic Honesty has been committed.

- If the teacher is satisfied it is a case of not understanding what was required, no action except a warning is necessary.
- If it was a case of plagiarism and the student honestly did not understand the situation, the teacher may permit the student to submit new work to replace the plagiarized assignment.
- The advisor, the department head and the Director of Academics will be informed of the incident.
- A second similar incident will be considered a first offence despite a claim by the student that there may have been a misunderstanding.
- Blatant plagiarism will be dealt with in a severe manner.
 - The student who is involved may receive a zero for the assignment and may be required to redo the assignment for which he or she will not receive a mark. (This incident will be considered a first offence and a warning.)
 - For a second such incident, the student may be suspended.
 - A further similar infraction may result in dismissal from the school.
- In less serious cases of plagiarism, the student may be required to redo the work until the teacher is satisfied that the work is the student's own work and sources have been credited. (This incident will be considered a warning. A further similar incident will be considered an offence and the process defined in part "e" will be initiated.)
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Study Hall Repeaters

Students who are in Study Hall for two (2) consecutive academic reporting periods for reasons of lack of effort are academically confined. They may work themselves out of academic confinement (but not Study Hall) by producing two weeks of satisfactory work in all academic areas.

Computer and Network Acceptable Use

Each academic year, every student must read and sign a contract indicating that they agree to abide by the Acceptable Use Policy for Information Technology. Student use of computers and the network is reviewed regularly by the school administration and technology staff with the aid of software resources to ensure that the published standards of acceptability are met. Classroom teachers together with technology staff also inform and remind students about this issue on an ongoing basis as an integral part of the academic curriculum. A copy of the most up-to-date Acceptable Use Policy for Information Technology is always available from the technology staff or on-line on the school website.

Standards of Honesty and Respect for Property

The school maintains the highest standards with respect to honesty and respect for property and as such, the following activities are considered to be unacceptable:

- lying
- theft
- academic dishonesty including the lending and copying of homework or assignments, plagiarism, cheating on tests or examinations, stealing of any academic material (see section on Academic Honesty)
- breaking or damaging school property or another person's property
- acts of dishonesty, such as breaking into an individual's room locker, desk or school bag
- borrowing without asking

These offences range in their degree of severity and consequences could include detentions, suspension or dismissal. Theft at the school may require support of local police authorities.

Safety and Security

Safety and security are everyone's concern at Stanstead College and students share in the responsibility of seeing that Stanstead College is a pleasant and safe environment in which to live.

There is an Emergency/Crisis Plan, copies of which are located in each residence as well as the main school office. In addition, every member of faculty receives one copy at the start of each academic year. The plan is revised and updated annually. It will be the responsibility of each faculty and staff member to be aware of this plan.

Regular fire drills are an important part of our schedule. In every building are instructions for the use of stairways and exits, as well as general instructions in the event of an alarm. To ensure maximum safety, students should acquaint themselves with all of these instructions. House Directors will review these procedures with the students during house meetings. Detectors are located in all school buildings.

The following restrictions are necessary for our students and employees to live in a safe environment:

- Students may not smoke; candles, incense, matches, lighters or open-flame devices are not permitted on campus at any time.

- All halogen lamps are prohibited.
- Hallways, stairwells and exits must remain clear from articles that could hinder quick and easy exiting from rooms or residences. Common areas must be kept uncluttered and clean. There must be clear access from the bed to the door and window.
- Tampering with fire detection or prevention equipment is forbidden and will result in disciplinary action.
- Doors to students' rooms must be closed at night or when the room is not occupied.
- No decorations may create a canopy or tent over a bed. No decoration of any kind may be attached to the ceiling or may extend across the room. No sheets or the like may be hung on walls.
- Heating, cooking and cooling devices (except fans) of all kinds are prohibited in individual rooms.
- Miniature Christmas lights are permitted.
- Lofts and homemade beds are prohibited.
- All electrical devices (computer screens, stereos, lights, etc.) must be turned off whenever a student leaves his or her room. During the winter, windows should be closed as well.
- Students may not keep pets or animals in the residences.
- Helmets must be worn for students using bikes, skateboards and in-line skates on and off campus.

All weapons, firearms, knives, fireworks and paintball equipment are strictly prohibited. Any student found to be in possession of such items will face major disciplinary action including possible suspension or dismissal from the school.

Consequences

Tampering with any fire safety equipment will involve a replacement fine not to exceed \$100 on the first offence and may result in suspension or dismissal from the school.

Students having any burning object in any location on campus (particularly indoors) may face suspension or dismissal from the school.

Non-compliance of school general regulations and restrictions may result in the loss of any equipment that is deemed restricted.

Security

Stanstead College is a secure campus. It is the responsibility of every member of the school community to be proactive in ensuring and enhancing campus security in any way possible. To that end, any suspicious behaviour or strangers on campus should be reported immediately to a member of the faculty or staff. All visitors to campus should be directed to the school office during the academic day or to a staff member or campus security after office hours. While school is in session there is a uniformed security person visibly on duty every night. During holidays, security personnel cover the campus on a 24-hour basis.

Students are expected to be prudent in locking away their valuables and should not leave their personal property carelessly around their room, residence or the campus. Students must have a lockable storage box for personal valuables.

Students must not keep large sums of money or valuables in residence rooms or on their person. These may be given to the House Director or deposited in a local bank for safekeeping until needed.

The school is not responsible for students' lost or stolen belongings and money. However, the school will take reasonable measures to prevent theft and to recover such items when feasible.

Comportment

Appropriate comportment is a fundamental expectation of every student and is a hallmark of Stanstead College. Proper behaviour, politeness and respect for others are integral to being a positive citizen in the school community, and should be prevalent in every aspect of school life.

Appropriate comportment extends beyond the academic buildings into residences, sports fields, the Dining Hall and the community at large, including school trips and outings.

Students at all times will address the faculty, staff, visitors to the school and each other respectfully, in both manner and tone. Defiant and openly aggressive or inappropriate language and/or actions will not be tolerated. Intrinsic in this statement is the non-negotiable expectation that students, when called upon, will respond to faculty or staff members promptly, without question or complaint, and be as helpful as possible.

Dress Code and Personal Appearance

Stanstead College has always set high expectations for its students. We pride ourselves on maintaining superior personal standards of conduct and dress. School policy requires that students be neatly attired at all times and in the authorized school attire. Clothing should be clean and in good repair and should be worn in traditional ways.

Students are expected to keep themselves neat and clean at all times. Hair will be kept clean, neat and dry. Exaggerated hairstyles and colour, as well as exaggerated body piercing, will not be permitted. Exaggerated clothes of any type will not be permitted.

The dress code of the school (as defined in the student clothing list) classifies the clothing to be worn by the students into three categories, each of which is acceptable at specified times:

SCHOOL UNIFORM must be worn on school academic and team trips, for specified special activities and to and from the school on school-sponsored buses.

SCHOOL DRESS must be worn throughout each academic day and to all school functions unless advised otherwise.

CASUAL DRESS may be worn after the end of the academic day and on weekends, i.e. any time when School Uniform or School Dress is not required.

School Uniform and School Dress are both conservative in style.

Once SUMMER DRESS has been announced, Stanstead College polo shirts may be worn instead of dress shirts and ties. These polo shirts are part of School Dress, not School Uniform, and as such may be worn during the academic day but not for special school functions. The polo shirts must be worn tucked in and unadorned by pins, except for prefects who may wear their prefect pin on the collar. Only regulation Stanstead College polo shirts may be worn. Facsimiles are not an option.

Boys

- The uniform should not be oversized.
- No earrings are permitted.
- The student must be cleanly shaven.
- Belts must be worn and shirts tucked in.
- Top buttons and ties must be done up.

Girls

- Skirts and kilt hems should be no more than 2 inches above the knee and skirts should not be rolled up to a shorter length.
- Makeup should be worn in limited ways.
- One pair of earrings on the earlobe only.
- No excessive jewellery.
- Hair accessories should be plain in design.
- Top buttons and ties must be done up and shirts tucked in.

Students are expected to respond promptly to a request by a staff member to change their dress and conform to the personal appearance and dress code standards of the school.

Standards of dress and personal appearance are determined by the Headmaster in consultation with the Program Directors. Refusal to comply with a request to modify appearance may result in disciplinary action.

All school clothing items are available through the Nearly New Shop on campus or Top Marks.

School Clothing Items

SU = School Uniform

SD = School Dress

JUNIOR BOYS CLOTHING

Navy blue blazer with school dress, single breasted (SU)

Grey dress slacks

Grey V-neck school pullover (SU)

Navy V-neck school pullover

Optional: Grey sleeveless school pullover
Navy duffle coat or option: Navy raincoat / pea coat
School shirts (plain light coloured oxford cloth dress shirts with button-down collar) (SD)
White dress shirts (oxford cloth with button-down collar) (SU)
Pair of dark dress socks
Pair of black dress leather shoes (loafers or oxfords)
Black leather dress belt

JUNIOR GIRLS CLOTHING

Red blazer with school crest (SU)
Grey kilts
Grey slacks (optional)
Grey V-neck pullover (SU)
Navy V-neck pullovers; optional: Grey sleeveless school pullover
Navy duffle coat or option: Navy raincoat / pea coat
School shirts (plain light coloured oxford cloth dress shirts with button-down collar) (SD)
White dress shirts (oxford cloth with button-down collar) (SU)
Pair of grey knee socks
Pair of black dress leather shoes (loafers or oxfords)

SENIOR BOYS CLOTHING

Navy blue blazer with school crest, single breasted (SU)
Sports jacket (SD)
Grey dress slacks
Grey V-neck pullover (navy optional additions)
Optional: Grey sleeveless school pullover
Navy duffle coat or option: Navy raincoat / pea coat
School shirts (plain light coloured oxford cloth dress skirts with button-down collar) (SD)
White dress shirts (oxford cloth with button-down collar) (SU)
Pair of dark dress socks
Pair of black dress leather shoes (loafers or oxfords)
Black leather dress belt

SENIOR GIRLS CLOTHING

Red blazer with school crest (SU)
Navy blazer (SD)
Navy kilt or Royal Stewart (SD)
Grey kilt (SU)
Dress slacks (grey or navy optional)
Grey V-neck pullover (red & navy optional additions)
Optional: Grey sleeveless school pullover
Navy duffle coat or option: Navy raincoat / pea coat
School shirts (plain light coloured oxford cloth dress shirts with button-down collar)
White dress shirts (oxford cloth with button-down collar)
Pair of grey knee socks (SU)
Pair of navy knee socks (SD)

Pair of black dress leather shoes

ALL DRESS SHIRTS should be plain light coloured oxford cloth dress shirts with button-down collar for School Dress and must be a white dress shirt with button-down collar for School Uniform. SOCKS must be navy blue, black or grey. White or heavy grey work socks are not permitted. SHOES must be black dress leather shoes (loafers or oxfords).

Stanstead College polo shirts may be worn as part of School Dress once Summer Dress has been announced. They are available at Top Marks.

Outer Wear Dress Code

The approved Stanstead College outerwear with School Uniform is a Navy duffle coat, pea coat or rain (trench style) coat. Hats or caps are not to be worn during the academic day, in assembly, in the Dining Hall or in Study Hall at any time, including casual dress days. No headphones should be worn during the academic day or when in School Uniform or in the Dining Hall.

Casual Dress & Dining Hall Dress

Casual dress must be clean casual and students should remember that appropriate casual wear be worn while on and off campus.

In consideration for others in the Dining Hall and in the interests of hygiene, students must present themselves in a clean, orderly fashion at every meal. Students should make special note of specific guidelines for attire in the Dining Hall for casual dress meals:

- Boys should wear appropriate pants or shorts with a sleeved shirt.
- Girls should wear appropriate pants/shorts or appropriate skirts/dresses.
- Revealing clothing or extremes of fashion or style are not acceptable at any time. In particular, bare torsos are not acceptable.
- All clothing must be in good condition and in good taste.
- No athletic wear or apparel that has just been trained in.
- No hats, bandana head wear, jackets or coats are permitted in the Dining Hall.
- No clothing that is torn or dirty.
- Shoes or sandals must be worn.
- No sleepwear or slippers.

Hair

Students are expected to maintain their hair in a way that meets standards acceptable at the school. Length, colour or style should not be exaggerated, although some minor and tasteful colour changes may be acceptable. Boys must be clean-shaven at all times and hair must be of reasonable length.

Jewellery & Tattoos

Jewellery should always be worn with discretion, particularly with the School Uniform. Expensive items should be left at home. Any exaggerated piercing will not be tolerated outside of the residences. Boys are not permitted to wear a piercing at any time outside of their residence; girls may display one set of earrings during the academic day or when in School Uniform. Students may

not obtain tattoos while enrolled at the school and those with tattoos must not display their tattoo when representing the school in school or athletic uniform.

Clothing and Equipment List

Casual clothing	Clothes brush, shoe polish outfit
Gym shoes or running shoes	Toilet bag, shaving kit
12 sets of underwear	Soap, toothbrush, paste
1 dressing gown	Comb, hairbrush, etc.
3 pairs of pyjamas	2 laundry bags
1 pair of bedroom slippers	4 sets sheets, pillowcases
2 swimsuits	1 blanket or comforter
Tights or long underwear	1 quilted cotton mattress pad
1 pair of winter gloves	1 desk lamp
Gloves, hat, mittens	1 bedside table (optional)
4 bath towels and 4 face cloths	1 strong box (24"x12"x12")

There is a semi-formal dance at Christmas and a formal graduation dance for students in Grades 11 and 12. There may be certain other occasions when students may wish to wear dressy regular clothing.

ALL ITEMS OF CLOTHING AND EQUIPMENT MUST BE MARKED WITH SEWN-IN NAME TAGS. DO NOT USE IRON-ON TAPE AS THEY FALL OFF.

Please note that the following items can be purchased at the Tuck Shop: blazer crest, school ties and ascots, gym clothing and athletic equipment.

Also available at the Tuck Shop: **Academic Starter Kits**. Includes school essentials such as binders, pens and tape. Prices range from \$40 to \$60

Note: Each student will be issued a Stanstead College Academic Agenda

Optional Outdoor Clothing and Equipment

Although not mandatory, these items will allow your child to take full advantage of the outdoor opportunities available through our curricular and co-curricular programs.

OUTDOOR CLOTHING LIST

Leather hiking/backpacking boots
Wicking long underwear (polypropylene)
Polyester fleece top and bottom
Wool/synthetic hiking socks
Quickdry (nylon) shorts and pants
Outer shell top and bottom (wind shell and rain gear or Gortex)
Sleeping bag (mummy style rated to -10° C or colder)

Food, Beverages and Gum

Food and beverages are not permitted in academic areas. They are to be consumed in designated areas only including the Dining Hall, student centre (Tuck Shop area) and residences. Gum chewing is neither permitted in academic areas nor while representing the school in uniform.

General Residence Regulations

Each residence has specific regulations designed to make the house a pleasant place in which to live and are based on the idea of "consideration for others." These are posted in each residence and relayed throughout the year at meetings with House Directors and Duty Teachers. Some general regulations for all residences are listed below. Reference should also be made to the Safety and Security section, which outlines a list of restricted items in the residence.

- Stealing, bullying, swearing or name-calling will not be tolerated.
- Consideration for others will be shown at all times. This means not going into other students' rooms without permission. Remember to knock before you go in. This also means showing consideration for others' property.
- Rooms must be kept tidy and will be inspected regularly. It is also everyone's responsibility to keep hallways, lounges, stairs, washrooms and the area around the buildings neat and tidy. Furniture and/or games should be respected.
- Students are responsible for the maintenance of their rooms. Any damages to rooms will be paid for by the student and work detail may be assigned. The entire house will pay for damage to common areas.
- Overnight visitors are not permitted. Boys may not be in a girls' residence and girls may not be in a boys' residence. Permission to be in the lounge or TOD area of another residence may be obtained on limited occasions by the Teacher on Duty.
- The following are strictly forbidden to display in the residences: posters, pictures or computer images that
 - portray offensive subject matter;
 - present women and/or men in degrading poses;
 - promote alcohol and/or drug use.

Student Travel

The school charts buses to and from Montreal for each scheduled school holiday. Buses from Stanstead College arrive in Montreal at approximately 3:15 p.m. at Windsor Station and/or Dorval. (Pierre Elliot Trudeau International Airport).

Buses departing for Stanstead College from Montreal leave from the 1160 La Gauchetière Street West entrance of Windsor Station. Please note that buses leave Windsor Station at exactly 7:30 p.m. to arrive back at school at 9:30 p.m. Students should be at Windsor Station by 7:00 p.m.

Following December and March Break a return bus to Stanstead will pick up students at Pierre Elliott Trudeau Airport at 8:00 p.m. Buses may also be chartered to and from Quebec City if numbers warrant.

All students travelling in school buses must wear School Uniform. Parents are asked to see that their child is properly dressed while traveling to and from the school. All school rules are in effect in and around Windsor Station and Trudeau Airport. If there is any problem with travel arrangements, please contact the Student Travel Coordinator at school at (819) 876-7891, ext. 294.

Attendance / Opening and Closing Dates

To ensure academic integrity, it is essential that all students observe the exact dates for the start and finish of the short breaks and holidays. Students who do not return on time not only miss work and fall behind in their studies but also disrupt academic, athletic and other school activities. Requests for exceptions due to extenuating circumstances should be made well in advance to the Assistant Headmaster.

Absences

The school understands that some absence, for medical or other suitably serious causes, is, at times, unavoidable. In such cases, an absence must be certified as genuine, in writing, by a suitably qualified professional. If the school does not receive the appropriate documentation within a period of two weeks following the start of an absence, it will be treated as non-authorized. Please be advised that chronic unauthorized absenteeism may result in the failure of a course or program.

Boundaries of Campus and Town Leave

Campus bounds are described as the mowed area of the front and back of the campus. Students who leave this campus area will need to sign out with their House Directors or Teacher on Duty. Arena Hill and the arena area are out of bounds out of season and/or if a student has no particular commitment or event to attend. To access the river area or campus or bike/running trails across the street from campus, students need to sign out and are advised to be in groups. No loitering should take place in and around restaurants in town or near local schools and churches.

Students are allowed to leave campus and go into town at certain times. Town leave limits are the boundaries of Stanstead and Derby Line. A student leaving these limits must have the permission of the House Director or Assistant House Director. Any town leave involves signing out and back in upon the student's return. Students taking town leave should be dressed in clean casual clothing.

Students may go out with family and parents on Friday evening, Saturday or Sunday, providing all commitments have been met. Special permission may be granted at other times by request to the House Director or Assistant House Director. They must return to campus by 11:00 p.m. on

Saturday and 7:00 p.m. on Sunday. Students must check out and in personally with the Teacher on Duty. If going out with another student's parents, students must have the House Director or Assistant House Director's permission.

Weekend Leave

Students may request weekend leave providing they have no commitments (athletics game or practice, academic or otherwise) at the school and have no weekend confinements or detentions.

For the sake of building community in a residential environment, no weekend leaves will be granted before the Thanksgiving Break or the weekend prior to an examination period.

To apply for weekend leave, a letter, fax or email requesting permission must be sent by the student's parents or guardian to the House Director or school office, and must be received by 10:00 a.m. on Thursday prior to the desired weekend. If leave is granted, students may leave after 3:30 p.m. Friday afternoon (providing all school commitments have been met) and must return by 7:00 p.m. Sunday. Students must check out and in with the Teacher on Duty. It is important to note that Stanstead College is a full-week boarding school, and that a variety of activities take place on the weekends. With the exception of Grade 12 students, weekend leave will be limited to three per academic term.

All student travel arrangements must be approved by the school.

Holiday Weekends

There are a number of long weekends throughout the school year. During these breaks, the school is closed. Buses are arranged to transport students into Montreal and to return them to the school.

With a growing percentage of the student body coming from distant locations, some students may encounter problems with the scheduled long weekends as listed in the School Calendar. Wherever possible, parents must make arrangements in advance for their child to stay with relatives or friends located within a reasonable distance of the school. In situations where this is not feasible, the College assumes responsibility to ensure that these students are suitably taken care of. This is usually done by sending the individual home with a College acquaintance whose family has extended an invitation in writing, or where there is sufficient student interest, to organize and supervise a weekend group excursion (all costs incurred with long weekend arrangements are extra). Before a student is permitted to leave the school for a location other than his or her own home, the College requires parental authorization in writing, citing details of the student's weekend plans.

During the two major school breaks (December and March) the school will not assume placement responsibility. Therefore parents/guardians must make their own personal arrangements well in advance for those students who are unable to travel home.

Requests for early departures and/or late returns must be made at least one month in advance of the date in question and must be accompanied by a written explanation outlining the reason for the request. Each request will be judged on its own merit. Any student leaving early or returning late, without permission, will be subject to the consequences of missing a school commitment, which may be detention hours (usually two per class missed or in-school suspension on work detail).

Students on a weekend or holiday leave must be appropriately supervised by the adult who agrees to assume responsibility for the student. Unsupervised hotel accommodation will not be approved by the school.

Student Cars

Day students may bring a car to school if they have received permission from the administration to do so. Day students wishing to travel in cars with other day students must have their parents' and the parents' of the driver's permission. Car use is for travel to and from the school only and students must leave cars parked until they leave after all academic, athletic and extracurricular commitments are completed. No cars may be left or parked off campus and day students may not drive any other day students or boarders in their car at any time without special permission from the school. Students must drive slowly and carefully at all times. Any breach of regulations related to student car use may result in a loss of car privileges.

With respect to boarders, only Grade 12 students have a car privilege. They may, with the permission of the administration, bring a car to and from school for travel on school holidays and breaks and weekend leaves. The keys must be given to their House Director and the car cannot be used for any other travel while at the school. Students may not drive any other day students or boarders in their car at any time without special permission from the school. Students are advised not to drive in inclement weather and do so at their own risk. Any breach of regulations related to student car use may result in a loss of car privileges.

Day Students Guidelines

(A day student is defined as any student living with their legal guardian and commuting to and from school each day)

Day students are bound by the same rules that govern the boarding students. Day students are given a "room base" in the house to which they are assigned. Day students study according to the rules of the house to which they are assigned.

The start of the academic day is morning assembly held in Pierce Hall at 8:10 a.m. every weekday. Day students MUST attend – failure to do so will result in detentions. Day students may not leave until all school commitments are completed on any given school day without permission from the administration or their House Director or Assistant House Director.

Besides assembly, attendance is compulsory at the following: classes, lunch, sports, clubs and all special school functions and activities.

Day students must check their house notice board at the beginning of each day. Day students will follow the routine of the students in their grade. Once the boarders are required to be in their house, the day students must also be in the house or at home.

Day students wishing to stay overnight in the residence to which they are assigned must see the House Director or Assistant House Director and obtain permission before supper on the night the student wishes to stay. Charges will not be made for students who stay over because of athletics, prefect duties or special required school functions.

Arrangements may be made for a day student to board overnight or longer under special circumstances. Permission from the House Director is essential. For information on rates, please contact the Business Office or the Admissions Office.

In case of absence, the parents of a day student must inform the school through the Health Centre or the school office by 8:30 a.m. on the first day absent.

All parents are asked to support the school's dress code by seeing that their child has the proper attire when leaving home in the morning. Any students not adhering to the dress code may be sent home and will be expected to return to the school properly attired as soon as possible and may face disciplinary action.

Health Services and Counselling

A registered nurse lives on campus. There is a regular Health Centre schedule, a CLSC (medical clinic) is located across the street from campus and medical assistance is available 24 hours a day, 7 days a week.

Personal counselling with a professional counsellor is available weekdays.

The United Church of Canada offers pastoral counselling upon request.

Students who are medically excused (ME) from classes during the academic day may be ineligible to participate in athletics on the same day.

Athletics

Stanstead College offers contact sport options in all three terms. Unless the school receives specific instructions writing to the contrary, it shall be assumed that parental consent has been given should your child choose to participate in one or more of these programs. Please note that, below the senior level, play is generally exhibition in nature and there are no specific guidelines on age or

weight but that roster line-ups and fixtures are assembled thoughtfully, with safety being the foremost concern.

Involvement in the athletics program is an important aspect of the educational process at Stanstead College. All students are expected to participate in a sport (according to their age, ability and interests) in each of the three terms of the school year. Student-athletes who play on an interscholastic team can expect to be very busy and will be expected to achieve and maintain the highest possible academic standards while on their sports teams. Whether for practices, games or tournaments, all student-athletes are expected to fulfill their commitment at all times and to the best of their ability. Any issues that may affect the student-athlete's ability to participate in a team event or activity should be discussed with the coaching staff in advance whenever possible.

The following are among the specific expectations of student-athletes:

- Student-athletes are expected to make a full commitment to their team in terms of attendance, positive attitude and effort in all team activities.
- Student-athletes are expected to maintain a balanced commitment level to all areas of school life. Those who do not show a satisfactory work ethic or commitment to academics due to a poor attitude or marked lack of effort may be suspended from athletics. They will be reinstated when their academic performance and attitude are deemed satisfactory. A student-athlete who misses a class without a legitimate reason will face disciplinary measures, which usually include not being permitted to play or practice for his or her team that day.
- Student-athletes are expected to exhibit good sportsmanlike behaviour in all activities (practice, game and travel) and represent Stanstead College in a positive manner at all times. This includes but is not limited to: politeness with officials and hosts; cleaning up after oneself; offering assistance where appropriate; and any similar action that displays a good manner. Those whose behaviour is found to be less than the desired standard may face disciplinary consequences, including the possibility of being suspended from athletics.
- Student-athletes are expected to understand and support the philosophy of athletics at Stanstead College. They must work hard and meet their commitments. Hopefully, the reward for them will include growth as a person and an athlete, as well as many memorable experiences, interaction and fun.
- Student-athletes are expected to communicate with the coach(es) and to use the communication tools at their disposal (notice boards, electronically published schedules) to keep up to date with dismissal times and other requirements for all team events.
- Student-athletes may play for both Stanstead College and a community team provided that:
 - the school team is given first priority;
 - the student-athlete's academic performance does not suffer.

By putting the school first the student agrees to attend all practices and games. Should there be a conflict involving playoffs or tournaments for his community team, the student may be excused from the school activity at the discretion of his or her coach and the Director of Athletics.