

CENTRE SAINT-LOUIS

Tél.: 514-596-5800

SCHOOL REGULATIONS

To make our centre a pleasant place to be in, the student must pay particular attention to the following rules:

CONDUCT

- All persons in the Centre are committed to respect each other, regardless of culture, ethnic group or sexual orientation differences.
- No physical or verbal violence is allowed.
- Use of cell phones in the classrooms is **strictly** prohibited.
- It is forbidden to smoke inside the school building. Outside one must smoke on the sidewalk.
- Proper clothing is mandatory at all the times.

EMERGENCIES AND EVACUATION

- Centre Saint-Louis occupies only the premises and emergency exits of the 3rd and 4th floors. Consequently, it is forbidden to use emergency exits to go out of the centre unless in emergency evacuation procedures.
- At the sound of the fire alarm, the student has to follow the instructions given by the teacher and leave all personal belongings in the classroom.
- The student has to notify the school authorities of any incident or accident that might occur at the Centre or in its immediate vicinity.

Since our Centre is a place of learning and promotes everybody's success, the student must observe the following rules:

REGULAR ATTENDANCE, ABSENCES AND DROPPING THE COURSE

- **Attendance is compulsory for the duration of the session.**
- When a student is absent, the Centre's subsidy is reduced by the MELS.
- In case of absent or if you drop out, the student must call ☎ and inform the Centre's personnel. Please leave your name, level and speak clearly.
- An absence of five (5) consecutive days or absences occurring on the same day of the week will lead to the closure of the student's file.
- Neither tardiness nor leaving before the end of the class is acceptable. If there is a conflict with work or bus schedule, the student must inform the Administration as soon as possible to work out a solution.
- Leaving before the end of the class without a valid reason constitutes an absence.
- A decrease in the number of students in a class can lead to its cancellation before the end of the session.
- Obligatory exams are to be taken in the strict respect of the rules established by the MELS and the Commission scolaire de Montréal.

The courses offered at the Centre are paid for by subsidies coming from the department of Education. The student however has to pay for the following costs:

- Complementary services fee: \$60 (between July and December and \$60 between January and June)
- School course materials: \$10 (at the beginning of every session)
- Student card: \$ 5 (at the beginning of each school year)

I HAVE READ AND UNDERSTOOD THE RULES OF CENTRE SAINT-LOUIS AND I PLEDGE TO RESPECT THEM.