

# WESTMOUNT HIGH SCHOOL

2025-2026  
STUDENT AGENDA



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<https://www.emsb.qc.ca/westmount>  
[www.facebook.com/westmounthighschool](https://www.facebook.com/westmounthighschool)  
[www.twitter.com/westmounthigh/media](https://www.twitter.com/westmounthigh/media)  
[www.instagram.com/westmounthighschool](https://www.instagram.com/westmounthighschool)

**This agenda belongs to**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Student Number: \_\_\_\_\_ Homeroom: \_\_\_\_\_

## The Student Agenda

### IF I PLAN TO LEARN, THEN I MUST LEARN TO PLAN!

All students are provided with a Student Agenda. It will help to:

- ★ maintain a record of daily homework and assignments
- ★ maintain a record of the term's work
- ★ be aware of school expectations and procedures
- ★ organize time, both in and out of school.

Students are required to always carry their agenda with them while in school. The copy provided to them at the beginning of the school year is paid for as part of the Student Activity Fee. If a replacement is needed, it must be purchased at a cost of \$10.00.

**All homework and assignments should be recorded in this book.** Further to this, in the spaces provided, parents and teachers may communicate with one another relative to student accomplishments or difficulties. It is suggested that parents may also use the agenda to explain student absences.

This agenda outlines the expectations of a Westmount High School student and the services the school offers. It is expected that the use of the agenda become an integral part of the student's routine.

We wish to acknowledge this land on which we work. For thousands of years, it has been the traditional land of the Kanien'kéha Nation. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land. The Westmount High School community honours and respects the diverse Indigenous peoples connected to this territory on which we gather every day.

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## 1 ABOUT THE SCHOOL

### 1.1 Mission Statement

Westmount High School is located in downtown Montreal and serves a multicultural student population whose diversity is celebrated. The school's community is welcoming and actively promotes the values of equality and inclusion. The school encourages the highest level of academic achievement possible for each student by offering a wide range of academic programs and a variety of learning experiences. The school's primary goal is to serve the needs of the individual student. Westmount High School is committed to ensuring that all students are integrated into a bilingual Québec society. The school's staff strives to give each student the support needed to succeed, while maintaining a safe and effective learning environment for all. Self-expression, self-discipline, and self-fulfillment are encouraged. The Westmount High School community promotes the active participation of all its members and recognizes the need to foster a strong partnership between parents and the school.

### 1.2 Educational Project (excerpt)

We hold that excellence in scholastic education and excellence in human values are not two categories but one, and that they can best be achieved within a framework that avoids systematic exclusiveness. We are honoured and proud to call ourselves a true 'public' school – both as an ideological principle and in terms of educational values. We stand for scholastic excellence and humanism as one.

### 1.3 Administration & Office Staff

Principal	L.Santamaria	<a href="mailto:LSantamaria@emsb.qc.ca">LSantamaria@emsb.qc.ca</a>
Vice-Principal	M. Shapiro	<a href="mailto:MShapiro@emsb.qc.ca">MShapiro@emsb.qc.ca</a>
Vice-Principal	J. Martins	<a href="mailto:JMartins@emsb.qc.ca">JMartins@emsb.qc.ca</a>
Head Secretary	M. Donais	<a href="mailto:MDonais@emsb.qc.ca">MDonais@emsb.qc.ca</a>
Secretary	M. Scifo	<a href="mailto:MScifo@emsb.qc.ca">MScifo@emsb.qc.ca</a>
Secretary	A. Richards	<a href="mailto:ARichards-arrindell@emsb.qc.ca">ARichards-arrindell@emsb.qc.ca</a>
School Org. Technician	K. Golder	<a href="mailto:KGolder@emsb.qc.ca">KGolder@emsb.qc.ca</a>

### 1.4 Teaching & Support Staff

<u>Teacher</u>	<u>Email</u>	<u>Teacher</u>	<u>Email</u>
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Drever, Riley	<a href="mailto:RDREVER@emsb.qc.ca">RDREVER@emsb.qc.ca</a>	Paredes, Maria Roxana	<a href="mailto:MPAREDES@emsb.qc.ca">MPAREDES@emsb.qc.ca</a>
Fairchild, Deborah	<a href="mailto:DFAIRCHILD@emsb.qc.ca">DFAIRCHILD@emsb.qc.ca</a>	Pileggi, Steven	<a href="mailto:SPILEGGI@emsb.qc.ca">SPILEGGI@emsb.qc.ca</a>
Fairservice, Trudy Lynd	<a href="mailto:TFAIRSERVICE@emsb.qc.ca">TFAIRSERVICE@emsb.qc.ca</a>	Sipos, Kimberley Dawn	<a href="mailto:KSIPOS@emsb.qc.ca">KSIPOS@emsb.qc.ca</a>
Garrety, Sean	<a href="mailto:SGARRETY@emsb.qc.ca">SGARRETY@emsb.qc.ca</a>	Stevenson, Rachel Lloy	<a href="mailto:RSTEVENSON@emsb.qc.ca">RSTEVENSON@emsb.qc.ca</a>
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		Turcotte, Michelle	<a href="mailto:MTURCOTTE@emsb.qc.ca">MTURCOTTE@emsb.qc.ca</a>

Please note that an updated list of staff is also available on our website.

<u>Support Staff Title</u>	<u>Name</u>	<u>Email</u>
Guidance Counselor	Allen, Karen	<a href="mailto:KAllen@emsb.qc.ca">KAllen@emsb.qc.ca</a>
Guidance Counselor	Moreno, K. Amanda	<a href="mailto:KMoreno@emsb.qc.ca">KMoreno@emsb.qc.ca</a>
Documentation Technician	French, Debra	<a href="mailto:DFrench@emsb.qc.ca">DFrench@emsb.qc.ca</a>
Special Ed. Technician	Galea, Tari	<a href="mailto:TGalea@emsb.qc.ca">TGalea@emsb.qc.ca</a>
Special Ed. Technician	Turner, Christopher	<a href="mailto:CTURNER@emsb.qc.ca">CTURNER@emsb.qc.ca</a>

## 1.5 School Fees

A school fee is charged to *partially* cover a number of expenses not subsidized by the Ministry of Education.

**2025-2026 Basic School Fee: Due by Friday, September 26, 2025**  
**\$75.00 per student in Grades 7-10 & \$110.00 per student in Grade 11**

All school expenses are payable by cash, debit, credit card, or online payments.

*The school reserves the right to withhold a parent's annual transportation allowance until all outstanding fees are paid in full.*

All teachers provide a course syllabus, which includes a list of *required school supplies* and materials within the first week of school.

School fees help to defray the cost for the following:

- Student agendas
- Awards ceremonies
- Graduation ceremonies
- Reproducible Worksheets

Students will be asked to pay for special outings or materials not covered under the school fees such as workbooks. An invoice of the applicable supplemental fees will be issued during the first half of the school year. **Payment is essential and required of all students**, however, if financial difficulties arise, please contact the head secretary to make arrangements.

## 1.6 School Hours and Daily Schedule

The homeroom period begins at 8:20 a.m. each morning, except *Wednesdays* when it begins at 9:30 a.m. Classes end at 3:06 p.m. every day. There are four instructional periods of 78 minutes each, except on *Wednesdays*, where these four periods are reduced to 63 minutes.

### Monday, Tuesday, Thursday, Friday

Warning Bell: 8:15 a.m.  
 Homeroom: 8:20 a.m. to 8:30 a.m.  
 Period 1: 8:34 a.m. to 9:52 a.m.  
 Period 2: 10:02 a.m. to 11:20 a.m.  
 Recess: 11:20 a.m. to 11:40 a.m.  
 Period 3: 11:40 a.m. to 12:58 p.m.  
 Lunch: 12:58 p.m. to 1:48 p.m.  
 Period 4: 1:48 p.m. to 3:06 p.m.

### Wednesday

Warning Bell: 9:25 a.m.  
 Homeroom: 9:30 a.m. to 9:40 a.m.  
 Period 1: 9:44 a.m. to 10:47 a.m.  
 Period 2: 10:57 a.m. to 12:00 p.m.  
 Lunch: 12:00 p.m. to 12:50 p.m.  
 Period 3: 12:50 p.m. to 1:53 p.m.  
 Period 4: 2:03 p.m. to 3:06 p.m.

## 2 COMMUNICATION

Hereinafter, parent and guardian will be called 'parent'.

## 2.1 Communication with the School

We ask that parents and guardians communicate with teachers and staff in a respectful and constructive manner at all times, in order to foster a positive and collaborative school environment.

To meet the needs of the students as fully as possible, open communication between home and school is encouraged. E-mail is suggested to communicate with staff members.

At the school level, report cards, formal parent-teacher interviews, and individual teacher communication are used to communicate with parents. It is of equal importance that parents keep teachers informed of any developments that might influence their child's performance at school. As a parent, if you would like to arrange a meeting with a member of the school staff, please call or send an email to set up an appointment.

As a parent, if you need to contact or leave a message for your child while they are at school, please call the school and speak to a secretary. **Please refrain from calling or texting your child while they are in class as this conflicts with our policy on the use of electronic devices during class time.**

## 2.2 Homeroom

**The Homeroom period is mandatory.** The purpose of the homeroom period is to take attendance, conduct certain administrative procedures, and read the daily student bulletin. The student bulletin is also available on the school's website.

**For more information, please see 3.2.2 Lates and 3.2.6 Skipping.**

## 3 CODE OF CONDUCT

Individual development, individual responsibility, and respect for each individual within society are at the heart of the school's mission. The code of conduct reflects this commitment by supporting the development of skills and attitudes necessary for students to become responsible citizens within the school community, society at large and online.

### Rules to live by at Westmount High School:

**Be Respectful      Be Punctual      Be Prepared      Be Positive      Be Safe      Be Mindful**

This code of conduct is an agreement between the school, parent and student that must be followed. Failure to comply with this code of conduct will result in corrective interventions and sanctions and, if deemed necessary by the administration, relocation to another school.

### 3.1 Academic Code of Conduct

#### 3.1.0 **Materials**

At the beginning of each year, teachers will provide students with a list of required materials. Students are expected to arrive to each class with the proper materials and to be active participants in their own learning.

#### 3.1.1 **Homework**

Homework is a necessary part of a student's daily routine. Homework does not only consist of written assignments. Reading, reviewing, and studying are also an important part of homework. Students are expected to complete their homework daily. Students are also responsible for material covered and homework and assignments given during their absences.

#### 3.1.2 **Course Change Requests**

As a general rule, course changes are granted only if:

1. An error has been made in level or course placement, OR
2. A student is repeating a course with the same teacher.

Any requests for course changes must be made at the Main Office by submitting the course change request form by the indicated deadline in September. Course changes are not permitted after the indicated deadline.

### 3.1.3 Teacher Assistance

All teachers are available to provide extra help on a personal basis to any student in need of assistance during the course of the school year. A student in need of this support should make an appointment with the subject teacher. A recuperation schedule (tutorial schedule) will be provided to parents during 1<sup>st</sup> term.

### 3.1.4 Cheating

Cheating in an academic context is defined as obtaining or attempting to obtain or helping another to obtain credit for work or improve one's grade by any dishonest or deceptive means. Examples of actions that constitute cheating include lying; copying from or submitting another's work (either in class or through distance education), test or exam; discussion at any time of answers or questions on an evaluation (unless such discussion is specifically authorized by the instructor such as discussions during some English exams); taking or receiving copies of an exam or parts of an exam without the permission of the instructor; using or displaying notes, "cheat sheets," or other unauthorized aids inappropriate to the prescribed test conditions; allowing someone other than the officially enrolled student to complete work or take a test for that student. Teachers or the administration will specify the rules for tests or examinations or take-home evaluations. Students who contravene these rules will be subject to a grade of zero for the evaluation in question. Parents will be informed. Any use of AI sites for purposes of academic tasks is considered a form of cheating. **For a first offence students will redo the assignment with a penalty of 25%. Parents are informed. A second or subsequent offence is subject to a grade of zero.**

### 3.1.5 Plagiarism

Plagiarism is a subset of cheating and a serious offence. This applies to students working both in class and online. Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own without giving proper credit to the source. Teachers instruct students as to what constitutes plagiarism and how to adequately cite their work to avoid plagiarizing. **For a first offence, students who plagiarize must redo the assignment while incurring a penalty of 25%. Parents are informed. A second or subsequent offense is subject to a grade of zero.**

### 3.1.6 Athletic Code of Conduct

*Please refer to the school website for a description of the school's athletic code of conduct.*

## 3.2 Student Attendance

### 3.2.1 Arrivals and Departures

Students may only use the three rear entrances to enter or exit the building. When these doors are locked (classes are in session), students must use the front door and report directly to the office. This applies to all students arriving late.

**For the safety and security of our students, parents are not permitted to use or to drive through the school parking lot.** Parents are asked to drop off students on Hillside Lane on the West side of the street.

Grade 7 students are to remain on school premises during recess and lunch breaks. Those who leave the school premises without permission, and without signing out, will receive a consequence.

Students who arrive to school early or remain in the school after the dismissal bell must be under direct supervision of a staff member. The supervisor retains the right to ask any student who is in breach of the code of conduct to leave. Unsupervised students will be asked to leave.

### 3.2.2 Lates

Students are expected to report to their homeroom classes at 8:20 a.m. each morning, except *Wednesdays* when they are expected to report to their homeroom classes at 9:30 a.m.

In the case of emergency situations, which result in a student arriving late to school, parents must inform the office before 8:15 a.m. or report a late arrival on the Mozaik Parent Portal. *Students entering the building one hour or more after the start of homeroom without having a parent notify the main office are considered late or absent without permission and are subject to administrative intervention.* Such students are not permitted to attend classes until their lateness or absence is confirmed with a parent.

The school maintains that there are two types of lates: *planned* and *unplanned*.

- 1) Planned lates are *valid* and *excused* and can occur for reasons such as medical or dental appointments.
- 2) Unplanned lates are *invalid* and *unexcused* and can occur for reasons such as traffic or road construction.

Lateness as a result of circumstances out of the control of the parent or child is generally excused if no pattern develops.

**Important:** Valid reasons for arriving at school late are required. Examples of reasons that would not be considered valid are: “*I slept in.*”; “*My alarm clock did not go off.*”; or “*I missed the bus.*” Parents must provide reasons for their child being late. However, *the administration reserves the right not to excuse the late.* Students who are late for homeroom without a valid reason must automatically make up the time by serving a detention at 3:15 p.m. on that day. **Students who arrive after the end of homeroom or late after the lunch period must report to the office** to sign in and will receive a school detention. Arriving late to class is not acceptable and is subject to a teacher detention. Students arriving late for school after homeroom without signing in at the office are considered to be skipping and are subject to suspension.

**Students who are chronically late (5 times per month) will be subject to a suspension. Parent will be notified for a meeting when the student has been late 4 times in a month.**

Presentation of notes not signed by a parent or guardian (i.e., forgeries) is cause for suspension.

### 3.2.3 Absences

In accordance with the Education Act, attendance at school is compulsory. Absence is permitted only in the case of illness or religious holiday. Parents must inform the school of student absences by telephone, through the Mozaik Parent Portal, or by email before 8:15 a.m. on the day of the absence. A medical certificate is required after an absence of five or more consecutive school days or at the request of the administration.

Parents should expect an automated call from the school confirming their child’s absence unless the parent has informed the school before 8:15 a.m. the day of the absence. The automated call can be disregarded if the student’s absence has already been reported.

Since there is a direct relationship between attendance and learning, every effort is made to exert rigid attendance control procedures. Students are responsible for arriving to school and classes on time. **Students are also responsible for all course content they may have missed and submitting assignments that were due during their absence and must complete any assigned work.** Students are expected to be present for all evaluations.

As the school calendar provides a generous vacation schedule, we strongly discourage family trips which result in students missing school. Such absences hurt the student whose work is interrupted. Our curriculum is quite demanding; therefore, class attendance is crucial. We strongly recommend that parents do not plan trips during formal exam periods (January, mid-April to June).

Please be advised that it is not the teacher’s responsibility to provide work, lessons, remediation or alternate assignments and tests due to your child’s absence from school due to a family trip during the school year.

### 3.2.4 Formal Exams

Formal exams take place during the exam periods, as well as during December (in-class exams), January, and during May (in-class exams) and June. In the case of an absence on an exam day, a medical certificate is required to justify the absence. The medical certificate must specify the name of the student, the date of the exam that was missed and that the student was incapable of taking the exam. Students with such certificates may be exempt from certain exams in accordance with Ministry regulations. Please note that medical appointments, misreading the schedule, transportation issues, sleeping in, family vacations, etc. are not valid excuses for missing exams. Unexcused absences will result in a grade of zero for that exam.

### 3.2.5 Early Dismissals

*A student who requires an early dismissal must contact the office or bring a dated note signed by their parent and must present this note to the office in order to be allowed to leave. Students must sign out at the office before leaving.* The office verifies all early dismissals. Any student who leaves without signing out is considered to be skipping classes and will receive a suspension. If a student becomes ill during the day, they must report to the office and may be sent home by the administration,

with parental consent. It is therefore important that all parents provide a current telephone number where they may be contacted during school hours.

### **3.2.6 Skipping**

Skipping of classes is not tolerated and is subject to suspension. Failure to report to homeroom or to the office when arriving late is also considered skipping.

### **3.3 Anti-Bullying / Anti-Violence Plan**

Westmount High School has **zero-tolerance** for vandalism, violence, racism, illegal substances, bullying, harassment, hateful and prejudicial language/symbols. It is expected that all members of the school community – students, staff, and parents – behave in a manner that promotes such an environment.

*Please refer to the school website for a complete description of the school's "Anti-Bullying/Anti-Violence Plan."*

#### **3.3.1 Responsibilities**

At Westmount High School, it is expected that all conduct supports the simple guiding principles outlined in this Code of Conduct. All students have the right to learn in a positive atmosphere. The behaviour of each member of the Westmount High School community must demonstrate, at all times, respect and consideration for the rights of others both within our school and in society in general. Students are responsible for their conduct.

#### **3.3.2 Insubordination and Disruptive Behaviour**

The refusal to follow staff instruction or defiance of staff is not tolerated. No student should disrupt the learning process. Chronic disruptive behaviour and/or any serious incident that impedes the learning or teaching process is unacceptable. Impeding or disrupting the learning process is subject to administrative intervention, including suspension and/or a behaviour contract which may affect their placement at Westmount High School.

#### **3.3.3 Recording of Persons**

Students **may not photograph or take video or audio recordings** of themselves or others during school hours, on school property or at school events unless authorized by the administration.

#### **3.3.4 Bullying/Intimidation**

In accordance with Bill 56, Westmount High School does not tolerate bullying, cyber-bullying, or intimidation (physical, emotional, social, or verbal abuse) directed towards students or staff members. It is the responsibility of all students to maintain – by their actions, behaviour, and words – a safe and positive physical and digital presence based on mutual respect. Bullying, harassment, intimidation or threatening the security or well-being of any one of our students or staff members, in any way, on or off school grounds, is subject to suspension, relocation and/or police involvement. **To anonymously report an incident of bullying, students are encouraged to use the link on the school website.**

#### **3.3.5 Taxing**

The solicitation of students for money or personal effects is also considered to be a form of intimidation that is not tolerated, and results in immediate suspension, review of the student's continued attendance at Westmount High School, and possible further legal action.

#### **3.3.6 Personal Transactions**

The buying, selling, or exchange of goods or services, without permission of the school, is forbidden on school grounds. In addition, students may not use the school to facilitate outside transactions.

### **3.3.7 Violence**

Any physical or verbal aggression that is directed towards students or staff members, including hateful and prejudicial language/symbols, even in jest (i.e., play fighting, etc.) is not tolerated. Such behaviours are subject to suspension.

For more information on reporting sexual violence, please consult the message from the Protecteur national de l'élève.

### **3.3.8 Weapons**

The possession of, or threat to use, weapons, replicas of weapons, or other items that can be used as a weapon (e.g., cap guns, scissors, retractable knives, scalpels, box cutters, etc.), is not tolerated and results in confiscation and an immediate suspension. The administration reserves the right to review the student's continued attendance at Westmount High School and possible further legal consequences.

### **3.3.9 Vandalism**

Vandalism of the school building, furniture and equipment, of books, of the personal property of staff members and students, and of the local community is not tolerated. Vandals are subject to clean-up duty, costs incurred and/or suspension.

### **3.3.10 Locker Searches**

The principal or their delegate will, upon suspicion, conduct a locker search for the safety and security of the school community. The discovery of drugs or weapons in a student's possession results in immediate suspension, review of the student's continued attendance at Westmount High School, and possible further legal consequences.

### **3.3.11 Littering**

All waste must be placed in its proper receptacle. Disregard of this policy could lead to disciplinary action. Westmount High School has many environmental initiatives such as composting, battery and cell phone collection, writing instrument collection, and general recycling.

### **3.3.12 Food/Beverages**

Eating or drinking is not permitted in the classrooms, the auditorium, or in the washrooms. Students are encouraged to bring reusable water bottles to use throughout the day. **Caffeinated energy drinks are not permitted in the school or during school events and trips.**

### **3.3.13 Smoking/Vaping**

In line with the EMSB policy, smoking in the school or on school grounds is prohibited by law and is not tolerated. It is subject to suspension. Also, in accordance with the EMSB policy, the use of e-cigarettes and other equivalent devices, whether or not they contain nicotine, is prohibited on school grounds or during online classes. Smoking is not supported for any students.

### **3.3.14 Substance Abuse**

The possession, distribution, sale, use, or abuse of alcohol, drugs, cigarettes (including e-cigarettes and vapes) or paraphernalia (including matches and lighters) at school, or at any school function is not tolerated. Students who are suspected to be under the influence or in possession of the aforementioned are subject to a search of their locker as well as their personal belongings. In such cases, parents are notified. Any materials in contravention of the code of conduct will be confiscated and will be disposed of in a safe manner. Confiscated items will not be returned to students or their parents.

The distribution or sale of alcohol, drugs, or vapes as well as the possession, use, or sale of illegal substances, at school or at any school function, are prohibited by law. The administration reserves the right to contact the police in the case of such offenses.

All offenses outlined in this section are subject to suspension and/or relocation to another school. The administration reserves the right to require that a student seek professional intervention in specific cases.

### **3.3.15 Visitors to The School**

Visitors to the school must make arrangements in advance with the school administration and enter through the main entrance of the school (St Catherine Street). This restriction applies to the lunch period as well. Please respect this request at all times. *Visitors having business in the school are asked to check in at the office to obtain a visitor's pass.* Students are not permitted to allow visitors inside the building. This also includes extra-curricular activities or other events taking place at school. Visitors should direct themselves to the office upon entering the building to provide identification and sign in.

### **3.3.16 Emergency Procedures**

#### ***3.3.16.1 Fire Alarms and Fire Drills***

Essential rehearsals for the rapid evacuation of the building in the case of an emergency are conducted on a regular basis. When the fire alarm rings, all students are expected to leave the building quickly and quietly under the direction of the staff. Any behaviour that impedes rapid evacuation is a serious offense. **Students should not use their electronic devices during this time.**

**Falsely activating emergency procedures results in serious legal, financial or other consequences.**

#### ***3.3.16.2 Lockdown Drills***

Lockdown drills are essential rehearsals for emergency situations. All students are expected to remain in their classrooms quietly during the drills. **Students should not use their electronic devices during this time.**

#### ***3.3.16.3 School Closings***

In the event that the school must be closed due to inclement weather or an unforeseen difficulty, the EMSB Communications Department will notify the following radio stations (between 6:00 and 7:00 a.m.): CJAD 800; CHOM 97.7; RC 95.1; Virgin 95.9. and mass notification system.

The school will notify parents via Blackboard Connect, a mass notification system.

Relevant information can also be found on the EMSB Website ([www.emsb.qc.ca](http://www.emsb.qc.ca)) and other EMSB social media platforms.

### **3.4 Uniform / General Appearance**

#### **3.4.1 General Appearance**

Discussion regarding inappropriate dress and personal appearance takes place individually with the administration. The administration reserves the right to determine what is and what is not appropriate. **Uniform infractions may result in a consequence to be determined by the Administration.**

We encourage students to keep their hair in a natural colour and styled in a conservative manner.

Facial piercings are discouraged. The administration reserves the right to require that a student remove any jewelry it deems inappropriate or unsafe.

Headwear (unless of a religious nature) is not to be worn at any time in the building. Hoods from uniform hoodies cannot be worn in the school.

Chains or jewelry that carry emblems or symbols that could be deemed as harmful to any individual or group, or that might be considered as or used as a weapon, are not permitted.

Items including, but not limited to sunglasses, wallet chains, purses (or book bags used as purses) may not be worn in school and must be stored in the student's locker.

Earphones, earbuds, headphones, are not permitted during school hours. Non-Bluetooth noise-cancelling headphones are only permitted if sanctioned by the administration. These items must remain in the locker from the first warning bell to the dismissal bell.

### 3.4.2 General Hygiene

Students are required to present themselves in a professional manner with regard to attire and personal hygiene. This includes maintaining personal cleanliness of body and garments, and good oral hygiene. The use of deodorant/antiperspirant to minimize body odours is encouraged and the use of scented products is discouraged.

### 3.4.3 Bathrooms and Hallways

Loitering or gathering in the school bathrooms, stairwells or the B100 hallway is not permitted. Students cannot be in the auditorium, gymnasium, cafeteria, fitness room or other areas of the school without the presence of a staff member.

Students are expected to keep safe and orderly behaviour in all public areas. Behaviours such as running, or use of sports equipment, is strictly forbidden.

Students are encouraged to take bathroom and water breaks during passing time, recess, or lunch. **Students must remain in class during the first and last 15 minutes of class.**

Students must have permission to be in the hallways or washrooms during class time. Students must have their hall pass signed prior to leaving the class.

### 3.4.4 Arrivals and Departures

Students must be in complete uniform coming to school in the morning and leaving after school, according to the regulations outlined in the next section. **Changing of clothes is not permitted.**

### 3.4.5 School Uniform

*The uniform and the student wearing the uniform represent Westmount High School publicly.  
It is expected that while in uniform, students conduct themselves appropriately.*

All students must wear the school uniform while on school grounds. Parents will be contacted if a student is not wearing the school uniform and will be sent home to change. The uniform cannot be modified in any way. **The school uniform must be kept clean and in good repair at all times.**

The uniform is as follows:	Clarifications:
Headwear (unless of a religious nature) is not to be worn at any time in the building. Hair bands are permitted.	Hair bands must not exceed 2 inches in width. Hoods from uniform hoodies cannot be worn in the school.
White polo or dress shirt with school crest.	Plain black or white undershirts are permitted under the white school shirt (NO t-shirts with logos).
Crested uniform polar cardigan with zipper. WHS V-neck sweater with the school's name. WHS uniform hoodie.	<ul style="list-style-type: none"> <li>- NO other jackets, hoodies, cardigans, or sweaters. This includes Spirit Wear hoodies (sports, clubs etc....)</li> <li>- MUST wear white uniform dress shirt or polo under the V-neck sweater (with collar out), cardigan, and WHS hoodie.</li> </ul>
Black dress pants.	<ul style="list-style-type: none"> <li>- NO jeans, denim</li> <li>- NO sweatpants, track pants, etc.</li> <li>- NO cargo pants</li> <li>- NO casual wear (e.g., leggings or tight-fitting pants).</li> <li>- NO logos or coloured stitching on pants.</li> <li>- NO cut off hems.</li> <li>- NO excessively baggy pants</li> </ul>
Black Skirts, Kilts or Skorts	<ul style="list-style-type: none"> <li>- MUST be no more than 8 cm (3") above knee length.</li> <li>Skirt lengths are not to be altered or tampered with.</li> </ul>

Black, knee-length dress shorts.	<ul style="list-style-type: none"> <li>- MUST be uniform shorts.</li> <li>- MUST be knee-length.</li> <li>- NO athletic/Volleyball/bike shorts.</li> <li>- NO cargo shorts.</li> </ul>
Athletic socks, black or skin-toned nylons, leotards, or knee-high socks.	<ul style="list-style-type: none"> <li>- NO lace, fishnet, or texture.</li> <li>- NO torn socks, nylons, or leotards. Students who wear nylons, should keep an extra pair in their locker.</li> <li>- Leg warmers may only be worn to and from school and remain in your locker during the day.</li> </ul>
Sensible shoes that are practical for a busy, crowded public building. Running shoes are acceptable.	<ul style="list-style-type: none"> <li>- NO unfastened or dangerous shoes, or sports sandals.</li> <li>- NO open-toed footwear (e.g., flip flops).</li> <li>- NO steel-toed shoes or steel-toed boots.</li> <li>- NO boots/slippers</li> <li>- NO Crocs/Uggs</li> </ul>
Physical Education Uniform	<ul style="list-style-type: none"> <li>- Crested purple WHS T-shirt</li> <li>- Black WHS shorts</li> <li>- Black WHS sweatpants</li> </ul>

For information purposes, our uniform supplier is Top Marks ([www.topmarks.ca](http://www.topmarks.ca))

### 3.4.6 Physical Education Uniform

All students are required to wear the W.H.S. Physical Education uniform for Physical Education classes and for extracurricular athletic activities only. **Students are not permitted to wear their physical education attire outside of their physical education course.**

The following rules are for hygienic and safety reasons:

Students must:

- have their uniform for every class, including knee-length shorts;
- remove jewelry before Physical Education classes;
- use locker rooms or washrooms to change;
- use a lock to secure personal belongings in the locker room;
- tie back long hair and cut fingernails to a safe length;
- wear running shoes *with tightening mechanism* (laces or other) during physical activity in the gymnasium;
- be changed out of their regular school uniform into athletic wear while participating on sports teams or in lunchtime athletic activities (tank tops, tight shirts and/or tight shorts are not permitted);
- wear protective equipment when required (e.g., safety goggles during floor hockey).

Students must not:

- change in or out of their Physical Education uniforms in areas not deemed for that purpose (i.e., classrooms, corridors, stairwells or equipment room).
- wear tights or socks higher than the knee during Physical Education classes.
- wear layers of additional clothing underneath the Physical Education uniform.
- bring chewing gum, food or drink (except for water) into the gymnasium.
- wear team jerseys other than during GMAA games.
- use the gymnasium or weight room at any time unless a teacher or coach is supervising them.
- use any gymnasium equipment unless they have been given explicit permission to use it by a teacher or coach and are aware how to use the equipment safely.
- make contact with the basketball rims/nets or dunk. The only time that dunking is permitted is during an official G.M.A.A. basketball game when the referees are present.

### 3.5 Personal and School Property

#### 3.5.1 Textbooks and Loaned Materials

All textbooks are the property of the English Montreal School Board and are provided to the student on a loan basis, free of charge.

*Charges are levied to students in cases of loss or damage of textbooks and other loaned materials beyond normal wear and tear.*

#### 3.5.2 Lockers

Lockers are school property and each student is loaned one locker for the school year. Lockers are assigned by the Homeroom teacher and are not to be shared or switched throughout the year. All students are required to have a lock, in good working order, and their lockers must be locked at all times when not in use.

As one might expect, theft does occur. In most cases, a lock has been left unlocked, or a lock combination shared with friends, written on notebooks, or on the locker itself. The locker is not a safe place for cash or valuables. The school's insurance does not cover the loss of student belongings in any way. Students are encouraged not to bring valuables to school.

#### 3.5.3 Personal Property

If a student chooses to bring any personal belongings to school, the school cannot be held responsible for any lost, damaged or stolen items (e.g., cell phones, iPods, laptops, money, etc.).

#### 3.5.4 Locks

Students will be provided a lock by the school.

**All students must have a second lock** to use in the gymnasium locker room while participating in Physical Education classes. The lock must be removed at the end of each period. If possible, students should leave items of value at home on days that they have Physical Education classes. Valuables such as money, jewelry and bus passes should not be left in a student's gymnasium locker. The school's insurance does not cover the loss of student belongings in any way.

#### 3.5.5 Electronic devices

When the first bell rings for homeroom, electronic devices (cellphones, headphones, earbuds) must be turned off and placed in their personally identified Yondr™ pouch. Electronic devices will not be available for students to use until the pouch is unlocked at lunchtime. The pouches will always remain in the possession of the students. After lunch, pouches will be re-locked until the end of the school day.

Electronic devices **may only be used at lunchtime outside of the school building.**

Students are permitted to unlock their Yondr pouches and re-enter the building after school to participate in extracurricular activities.

Phone calls, recordings or taking photos, are prohibited at all times. Texting, listening to music, and playing games, are only permitted at lunchtime.

Any calls to parents during the day should be through the main office. Any parent needing to communicate with their child should contact the office by email or by phone.

Students found using their electronic devices in the building during school hours will be sent to the office where they will receive the following consequences.

Repercussions of electronic device rules.

- A) First offense: Students will receive a warning and the device will be locked in an Yondr™ pouch assigned by the office. At the end of the school day, students must return to the office to unlock their pouch to gain access to their device and to return the pouch to the office.

- B) Second offense: Devices are kept in the main office for 3 school days.
- C) Third offense: Devices are kept in the main office for 5 school days.

After the third offense, further disciplinary action will be taken by the administration. This may result in devices being handed in to the office at the beginning of the day and returned at the end of the day for the remainder of the school year.

The school is not responsible for lost, stolen or damaged electronic devices.

A lost or damaged Yondr™ pouch may be subject to a replacement fee of \$20.00.

**The use of electronic devices during emergency procedures such as a fire drill is strictly prohibited.**

### **3.5.6 Skateboards/Roller Blades/Bicycles/Scooters**

Students are not permitted to use these skateboards, roller blades, scooters or bicycles in the building or on school grounds, including the parking lot. For students travelling to and from school by skateboard, roller blade or bicycle, it is strongly recommended to use appropriate safety equipment including, but not limited to, a helmet.

### **3.5.7 School Parking Lot**

Students are not permitted to loiter in the parking lot. Playing in the parking lot or on snow mounds next to the parking lot is not permitted. There is no parking for students in the school parking lot. It is not permitted to use the school parking lot for student drop-offs, pick-ups, or as a thoroughfare.

### **3.5.8 Outerwear and School Bags**

All outerwear, school bags and purses **must be stored in the student's locker** during the day. No outerwear or school bags are to be taken to the cafeteria, computer labs, library, or detention room. Additionally, no school bags or outerwear are to be taken into classrooms. Students carrying laptops may bring their laptop bag to class.

## **3.6 Discipline Policies and Procedures**

In order to help students, abide by the principles outlined in the code of conduct, the administration and staff use, but are not limited to, discussion, counselling, detention, in-school suspension, suspension, alternative-to-suspension programs and community service, among others, as disciplinary measures.

### **3.6.1 Teacher's Detention**

Teachers may give detentions that students must serve. Failure to do so results in a school detention. The student must also make up the teacher's detention.

### **3.6.2 School Detention**

Students must serve the detention on the day that it is given. Students are not excused from serving detentions. **Students are responsible for verifying the detention list on the office window at the end of the school day.** School detentions are from 3:15 p.m. to 4:00 p.m. Detentions that are skipped are automatically doubled. If a student is absent for a detention, it will automatically be rescheduled for the next school day. If a detention needs to be rescheduled, the student must request this from administration as soon as possible. The administration will only reschedule detentions for valid reasons. Skipping an assigned detention twice will result in a suspension.

It is the student's responsibility to contact their parent to inform them of a detention.

Electronic devices should be placed in student Yondr™ pouches during school detentions. Outerwear is not permitted in the detention room.

### 3.6.3 Suspensions

Suspensions are an opportunity for students to reflect on the inappropriateness of their actions. The notion of restorative justice where the student can be given the opportunity to give back is embraced. Organizations outside the school and with whom we have built a relationship can provide learning opportunities or situations where the student can be helpful to the community. These opportunities will be offered to parents, when available.

A suspension letter will be provided. Following a suspension, students will be re-admitted to school once a meeting has taken place with the student, the administration, and the parent. Additionally, a plan of action will be formulated to resolve the issue. **During the student's suspension, they are not permitted on or near school property. The suspension will be extended if a student is seen on school property, or in the vicinity thereof,** unless serving an in-school suspension. Attendance at any school-related activity that coincides with the suspension is not permitted.

Students returning to school after serious or repeated infractions may be asked to sign a behaviour contract. This contract will reinforce the behaviours and expectations outlined in this agenda along with other conditions that will allow the student to continue at Westmount High School.

## 4 STUDENT SERVICES

### 4.1 Guidance

The guidance counselor is available to students for course counselling, testing, career planning, advice about CEGEP/University applications, vocational programs, references, and personal problems. If you have concerns, visit the guidance office in room 210 and make an appointment.

### 4.2 Health Office/First Aid

The school nurse is in the school to help teachers organize and present informational programs on health-related issues as well as to work with individual concerns. If students are ill, they should report to the office where simple first aid is available.

Parents 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 are encouraged to contact their personal insurance company or any other insurer to get advice and information about accident insurance coverage for their child. Any other questions should be addressed to a member of the administration.

### 4.3 Social Services

Through individual, family or group counselling, the school social worker can focus on issues that affect an adolescent's well-being, behaviour and academic performance. A referral from a staff member is necessary prior to meeting with the social worker.

### 4.4 Step Resource

Founded at Westmount High School, Step Resource is designed to help students in the following ways:

1. Individualized programming that includes enrichment or remediation (as needed)
2. Mentoring program
3. Homework tracking
4. Parental consultation and liaison with teachers and community resources

Step Resource is open every day. Parents and students are welcome to make use of their services. If further information is required, parents should call to make an appointment with the Step Resource coordinator at (514) 483-7200 extension 5960.

### 4.5 Tutoring

All Westmount High School teachers are available for remediation.

The Trevor Williams Kids Foundation Study Zone is a community-based tutoring program that may be housed in the school or online. Participation is contingent on a commitment to attend two times per week. To enroll, students should contact the Step Resource coordinator.

#### **4.6 Library**

The library is open to students for quiet study and research before school, during the lunch period and after school.

#### **4.7 Cafeteria**

The school cafeteria provides a full meal service to students within the guidelines of the School Board's nutrition policy. Normally, a full course meal is available at a subsidized price of approximately \$3.50. Students may bring a packed lunch from home, but are asked to eat in the cafeteria or a supervised classroom to minimize hallway litter. Please note that books and classroom materials are not permitted in the cafeteria during recess and lunch and should not be left outside of the cafeteria doors.

Subsidized meal plan passes are available for students with financial needs. Please inquire at the main office.

#### **4.8 Breakfast Program**

Organized by the Student Council, the Breakfast Club enables any student to start the day with a free breakfast. Breakfast is served from 7:30 a.m. to 8:00 a.m. on Mondays, Tuesdays, Thursdays, and Fridays.

### **5 STUDENT LIFE**

#### **5.1 Student Activities**

Westmount High School offers a wide range of extra-curricular activities. Students are encouraged to participate. The school competes at an interscholastic level in soccer, volleyball, basketball, badminton as well as track and field. Other popular student activities include the yearbook, drama club, chess and board games club, and music bands.

#### **5.2 The Prefect Board**

The Prefect Board is a group of students from Grades 9, 10 and 11, selected via interview, who act as hosts and school representatives, as well as organize the mentorship and support system for new students.

#### **5.3 The Student Council**

The Student Council operates as the student arm of school government. They are actively involved in promoting school spirit and leadership.

### **6 COMMUNITY RELATIONS**

Students must respect the private property of our neighbours in the community by not loitering in front of or inside neighbouring buildings, in driveways and laneways. Students are expected to behave as ambassadors of Westmount High School in the nearby businesses.

#### **6.1 Parent Involvement**

Parents have been active collaborators in the development of the Educational Project at Westmount High School. This involvement continues with the on-going participation of parents in various ways. For many years, the **Parent Participation Organization (PPO)** ([whsppo@gmail.com](mailto:whsppo@gmail.com)) has been the official voice of parents in the school. They are involved in both discussions and recommendations concerning various aspects of school life. They help to organize many of the annual events at the school. These events may include a series of evenings for parents at which guest speakers address issues of particular concern for parents, the previously loved uniform kiosk (PLUK), teacher appreciation week, and a fundraising dinner.

Westmount High School welcomes parent volunteers in the tutorial program, and as guest speakers in the classroom. Parents are also needed to work as coaches for sports teams, as club advisors and as resource people.

There are many opportunities for parents to be an active and vital part of our school community. All parents are urged to get involved at whatever level is comfortable.

## 6.2 The Governing Board

**The Governing Board** is responsible for making decisions concerning every aspect of school life. It is the official voice of the school and the school community. The Board is comprised of an equal number of parents and staff, as well as two non-voting representatives from the community and two senior students.

The Board meets monthly during the school year and the meetings are open to all the parents of Westmount High School students. The **Governing Board Elections** will be held in **September 2024**, in the school auditorium. The election date will be emailed to parents. At this election, parents will vote for their representatives to the new **Governing Board**. **Please make every effort to participate.** The dates for the subsequent governing board meetings will be confirmed at this time and will be published on the school website.

### Westmount High School Equity Statement

At Westmount High School, inclusion, equity, and diversity have been integral to the mission of our school as reflected in one of our fundamental core values - the celebration of diversity. As such, at WHS we honour the uniqueness of each individual and embrace diverse backgrounds, values, and points of view to build a strong inclusive community. Our school contends that the best education occurs when a school is composed of diverse socio-economic backgrounds, cultures, races, religions, genders and sexual orientations.

We also acknowledge that a diverse school community alone is not enough. We must continue to work on inclusion, equity, and diversity. Community has always been an integral part of Westmount High School. As such, we seek to build on this community to create a truly inclusive school: students and adults are welcomed and supported, and where their faces, voices and experiences are reflected and valued. We know that the work of inclusion is a holistic responsibility.

In conclusion, Westmount High School has two larger public purposes: to educate and graduate all our students including those who have been historically underrepresented in the school system and to prepare students to participate, act and live as good citizens in a multicultural society.