



# École FACE School

3449 Rue University, Montréal, QC H3A 2A8

TEL: 514-350-8899 courriel/email: [face@emsb.qc.ca](mailto:face@emsb.qc.ca) [www.face.emsb.qc.ca](http://www.face.emsb.qc.ca)

## Governing Board Agenda

<b>Date/ time:</b>	October 30, 2023 6:30PM	<b>Location:</b>	Zoom (virtual)
<a href="https://mcgill.zoom.us/j/81694387792?pwd=SEFDdC9GZ2NsUERDK0Jma2NRL0JJZz09">https://mcgill.zoom.us/j/81694387792?pwd=SEFDdC9GZ2NsUERDK0Jma2NRL0JJZz09</a>			

<b>1.</b>	<b>Welcome</b>
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<b>2.</b>	<b>Reading and approval of the agenda</b>
<b>2.1</b>	approval

<b>3.</b>	<b>Adoption of the minutes of the Meeting of September 25, 2023, 2023</b>
<b>3.1</b>	Approval

<b>4.</b>	<b>Question period for the public</b>
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<b>5.</b>	<b>Business Arising</b>
<b>5.1</b>	approval Dates of meetings 2023-2024
<b>5.2</b>	approval GB Community member
<b>5.3</b>	information Scholastic Reading Program
<b>5.4</b>	information Participant selection for Europe Trip

<b>6.</b>	<b>New Business</b>
<b>6.1</b>	approval Adoption of GB's annual operating budget
<b>6.2</b>	information Educational Project Consultation





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6.3	information	School Budget Update
6.4		GB representative for admission lottery
6.5		School Lateness/Detention Protocol

7.		<b>Reports</b>
7.1	information	<b>Principal</b>
7.2	information	<b>Teachers</b>
7.3	information	<b>Students</b>
7.4	information	<b>EMSBPC Delegate</b>
7.5	information	<b>Parents Participation Organization</b>
7.6	information	<b>FACE Foundation</b>
7.7	information	<b>Representative on CÉ report</b>
7.8	information	<b>Professional Staff Report</b>

8.		<b>Correspondence</b>
8.1	information	

9.		<b>Varia</b>
9.1		<b>Relocation Preparation?</b>
9.2		

10.		<b>Date of next meeting December 4th 2023</b>
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12.		<b>Adjournment</b>
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## Governing Board Minutes

<b>Date/ time:</b>	September 25, 2023 6:30PM	<b>Location:</b>	Zoom (virtual)
<a href="https://mcgill.zoom.us/j/81694387792?pwd=SEFDdC9GZ2NsUERDK0Jma2NRL0JJZz09">https://mcgill.zoom.us/j/81694387792?pwd=SEFDdC9GZ2NsUERDK0Jma2NRL0JJZz09</a>			

1.		<b>Welcome</b>
1.1	information	<b>Introduction of members</b> Jessica Lipes (JL, chair), Allison Gonsalves (AG, Secretary), Angela Vaudry (AV, Principal), Elizabeth Foley (EF, Vice Chair), Neils Christensen (NC, EMSB PC), Jennifer Harriet (JH, Vice Principal), Marie-Eve Arsenau, (MEA), Fabien Welp-Barr (FWB), Carissa Springer (CS), Claire Lambert (CL), Dagmar Hipfner (DH), Crystal Leger (CL), Elly Abramovitch (EA) Gallery: Gillian Woodford (PPO)

2.		<b>Reading and approval of the agenda</b>
2.1	Approval	

3.		<b>Elections</b>
3.1	approval	<b>Chairperson</b> EF nominates JL, JL accepts nomination
3.2	approval	<b>Vice-Chairperson</b> JL explains the role (to help and to take the chair in the event that the chair cannot be present) <ul style="list-style-type: none"> <li>- Stipulation that the Vice Chair must be a parent</li> <li>- EF nominates herself (and accepts!)</li> </ul>
3.3	approval	<b>Secretary</b> JL nominates AG, AG accepts
3.4	approval	<b>Treasurer</b> CS nominates herself (accepts)

4.		<b>Adoption of the minutes of the Meeting of June 12, 2023</b>
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4.1	Approval	<ul style="list-style-type: none"> <li>- Corrections made, MEA moved, CS seconded</li> <li>- Minutes passed unanimously</li> </ul>
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5.		<b>Business Arising</b>
5.1	approval	<b>Email vote re: Field trip to Blair's Orchard (Franklin, Quebec)</b> <ul style="list-style-type: none"> <li>- Email vote was conducted and the trip was approved unanimously</li> </ul>

6.		<b>New Business</b>
6.1	approval	<b>Presentation and Adoption of the Rules of Conduct</b> <ul style="list-style-type: none"> <li>- Rules of conduct are a copy of last year's rules of conduct</li> <li>- JL suggests that we adopt the same rules unless there are suggested changes</li> <li>- FWB moves NC seconds</li> <li>- Motion passes unanimously</li> </ul>
6.2	approval	<b>Dates, Times, and format of meetings 2023-2024</b> <ul style="list-style-type: none"> <li>- <b>Zoom meetings are preferred.</b></li> <li>- NC makes a suggestion to have a holiday meeting in person</li> <li>- Discussion about ensuring that we don't schedule in person/meetings in</li> <li>- Board meetings confirmed for Mondays</li> <li>- CE meetings are also on Monday, next one is 23<sup>rd</sup></li> <li>- Next meeting will be October 30<sup>th</sup>, 2023</li> <li>- EF moves and CS seconds, motion carries</li> </ul>
6.3	approval	<b>Field Trips</b> Small field trips around the school (no cost) <ul style="list-style-type: none"> <li>- Can Angela please approve on parents behalf</li> <li>- AG moved, EF seconded – motion approved</li> </ul> Trip to NYC (Nov 9-11) 11E, 11F1-3 (~100 students, 6 adults, bus transport, Broadway, MMA, NYC things) (\$645 based on 80 students, breakfast only, student pays for lunch and dinner). <ul style="list-style-type: none"> <li>- EA points out that if there is a strike, and it lands on those dates, it could interrupt this.</li> <li>- JL asks a question about school fees and delays of school fees and if the criterion to have paid the fees would impact</li> <li>NC asks about the "year end" trip that goes to NYC – EA clarifies that this has happened in November before. It is better timing now, doesn't interrupt with exams etc, cheaper in November</li> </ul>





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		<ul style="list-style-type: none"> <li>- CL clarifies that last year in April the French side had exams, so it was moved to November.</li> <li>- CL moves, NC seconds, motion carries</li> </ul>
6.4	approval	<p><b>Fundraising</b></p> <p>Scholastic Reading Program</p> <ul style="list-style-type: none"> <li>- AV explains that teachers wish to do scholastic for their class, and are seeking approval</li> <li>- NC asks if funds only go to teachers who are organizing the scholastic or can funds be designated to the class of the child. JH clarifies that the funds go back to the classroom of the teacher who organizes. The profit is used to enhance the library</li> <li>- CS moves, DH seconds, motion carries</li> <li>- Crystal asks a question about a specific teacher, some who want to do it and some do. NC asks how parents can get the flyers if their teacher doesn't want to do it. JH clarifies that is really just for the teacher who wants to do it.</li> <li>- AV clarifies that they have not determined which exact classes will do it. Does not think the librarian would take it on. DH clarifies that parents can order directly from scholastic. Conversation about teacher codes, purchasing online. Crystal clarifies that parents can order directly online, and that the code goes to the teacher and the parent deals with the money stuff online. JL suggests that AV can look into whether there is an option for parents to still order online and get the code delivered to the school.</li> </ul>
6.5	information	<p><b>Conflict of interest form and EMSB Declaration concerning Judicial Record</b></p> <ul style="list-style-type: none"> <li>- All parents need to do the COI form</li> <li>- Returning members have all done the Judicial record form</li> </ul>
6.6	information	<p><b>FACE Admission Criteria</b></p> <ul style="list-style-type: none"> <li>• Parents have to apply through registration through the official period, complete registration form, attend mandatory information session</li> <li>• EMSB Parents require English eligibility</li> <li>• Interest in the arts, criteria for academic success (second cycle elementary should demonstrate proficiency)</li> <li>• Sibling priority</li> <li>• JH Highlights that the open house is coming on October 3rd</li> <li>• Following open house period, registration will begin</li> <li>• EA – questions whether dance should be added to the art forms for interest, and queries who works on the document (changes</li> </ul>





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		<p>would come via staff council) – asks for clarity re: No failure at the end of the year in basic subjects, French failure is an issue</p> <ul style="list-style-type: none"> <li>• MEA asks members to share the Open House, especially on the English side</li> <li>• CL had a question about the open house about times – AV clarifies that morning is for elementary and evening is for secondary</li> <li>• MEA clarifies that in the evening there will be rehearsals and the guides will be staff</li> <li>• JL asks the question about flexibility and is there a way for us to be accommodating about attending the Open House</li> <li>• JH clarifies that there are ongoing registrations</li> <li>• AG raises the issue of accessibility and the morning/evening sessions as restricted to elementary/secondary</li> <li>• EF also asks if there are zoom sessions or if there could be</li> </ul>
6.7	discussion	<p><b>GB Community members</b></p> <ul style="list-style-type: none"> <li>• FWB nominates MEA to be the GB representative to the CE (MEA accepts), and also moves to invite a member from the CE to the GB (DH seconds).</li> <li>• Motions carry</li> <li>• NC asks whether we will be having joint meetings (esp re: upcoming move)</li> <li>• JL asks if we should include other community members</li> <li>• MEA suggests that the CE has done this previously, and we might consider asking members to apply for a community position, or we may look for members with specific interests/knowledges (can talk about it at the next meeting)</li> </ul>

7.		<p><b>Reports</b></p>
7.1	information	<p><b>Principal</b></p> <p>1. <b>STAFFING</b>          There have been changes in our staffing.  <u>New staff members:</u></p> <ul style="list-style-type: none"> <li>• Olivier Côté (French Enriched, High School)</li> <li>• Pablo Seib (20% music)</li> <li>• Alison Notkin (100% music/ social studies/ drama)</li> </ul> <p>We are now fully staffed.</p> <p>2. <b>ATTESTATION DAY</b>          Attestation day will take place on Friday, September 29, 2023.          Official attendance will be taken for MEQ funding purposes.          At present there are:</p>





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- 164 elementary students (K1, 1E, 2E1, 2E2, 3E, 4E, 5E, and 6E)
- 136 secondary students (7E, 8E, 9E, 10E, and 11E)

### 3. STANDARDS AND PROCEDURES (COURSE OUTLINES)

Our Standards and Procedures documentation, which was shared with parents during Curriculum Night, have been uploaded to our school website.

Note that annual directives have not been received from the Ministère de l'Éducation at present. It is believed that we will be returning to the pre-COVID model for High School students (terms will be values at 20%, 20%, and 60%); Ministry final exams will be weighted at 50% of final course mark; 2 Cross-Curricular Competencies will be evaluated during term1 and 3). Term weighting for elementary students is expected to be 20%, 20%, and 60%.

### 4. NEW KINDERGARTEN REPORT CARDS

The Ministère de l'Éducation du Québec is revamping the kindergarten report cards this year.

### 5. EDUCATIONAL PROJECT

A new format for the Educational Project will be used this year. We will not be producing an EP report for 2022-2023.

### 6. HIGH SCHOOL SUPPLEMENTAL EXAMS AND MID-YEAR EMSB EXAMS

MEQ Supplemental exams are scheduled for the second week of school, following the winter break.

EMSB Mid-Year Common exams will take place on January 25, 26, and 29.

### 7. POST-FLOOD RENOVATIONS

Renovations seem to be progressing. If all goes according to plan, we should have access to our remaining classrooms, and EMSB main offices, in a few weeks.





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7.2	information	<b>Teachers/ Staff</b> <ul style="list-style-type: none"> <li>• MEA reports that the train is in motion! Extra curriculars are starting. We don't know what will happen with possible strike days.</li> <li>• EA reports that the fashion show will be advertised outside of the school, and that it will be open to all teachers/retired teachers</li> <li>• Also a new coordinator of extra curriculars (Eric) and it is very exciting to have someone in this position</li> </ul>
7.3	information	<b>Students</b> <ul style="list-style-type: none"> <li>• CL reports on behalf of students (including KD)</li> <li>• Fashion show (Grade 11s) – started organizing for event in February. Art Expo is also being planned</li> <li>• Kodee asking why the 15 available spots for the Europe trip were given to grade 9s instead of the Grade 11s who may not have been able to go last year? AV will investigate.</li> <li>• JL points out that the Art Expo passes under the radar for parents. EA agrees and will try to get the word out.</li> <li>• CL provided update about student council – all members have been confirmed for this year. Will keep us updated.</li> <li>• Again Eric is trying to start new clubs etc., so spread the word</li> </ul>
7.4	information	<b>EMSBPC Delegate</b> No report
7.5	information	<b>Parents Participation Organization</b> <ul style="list-style-type: none"> <li>• Nothing to report (first meeting will be tomorrow)</li> <li>• PPO would like to purchase books related to Reconciliation</li> <li>• Looking forward to working with the student council</li> </ul>
7.6	information	<b>FACE Foundation</b> <ul style="list-style-type: none"> <li>• MEA report – AGA is October 10<sup>th</sup></li> <li>• CSA basket fundraiser is happening again</li> </ul>

8.		<b>Correspondence</b>
8.1	information	

9.		<b>Varia</b>
9.1		<b>Google Drive:</b> EF proposes to continue the use of the Google Drive with the same permissions – only shared with members of GB.







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9.2	<p><b>Discussion about cell phone policy (FWB)</b></p> <ul style="list-style-type: none"> <li>• Government announcement about restricting cell phones in school</li> <li>• AV - School has not yet received anything from the government regarding this new mandate – we don't know what is expected of schools, or how this is going to work.</li> <li>• FWB doesn't expect anything precise from the government, and encourages that FACE could come up with a policy that is clear. Some schools in the EMSB have more all encompassing cellphone policies (e.g., Vincent Massey). FWB encourages more stringent cellphone policies</li> <li>• JH clarifies that there is now a policy for elementary to not use cellphones at recess or SDG and that has been really successful.</li> <li>• FWB asks whether there will be a concern about access to internet – EMSB students don't have access to WIFI bc it is CSSDM (!!!)</li> <li>• EA is enforcing the cellphone mandate</li> <li>• FWB asks for a plan of action or proposal from the school do address the directives from the government/Ministry (ministry has not yet received a mandate). AV will ask teachers, and any changes to the policy needs to come from staff council. FWB asks that staff council makes a decision about a cellphone policy. AV to bring this to staff council.</li> </ul>
9.3	<p><b>CS question about the entente</b></p> <ul style="list-style-type: none"> <li>• What do we do when there are issues that arise (like EMSB doesn't have the same access to things as CSSDM)</li> <li>• EA would like to have this conversation. Wifi is a huge issue – when French side has exams, EMSB has no access to internet. Students are given the visitors password, and none of them work. Internet access is a huge issue. EMSB is not getting the same services.</li> <li>• NC asks question about lunch cards (what is the update)</li> <li>• JH reports that last June the office was destroyed in the flood and that there is no access to the safe, but hopefully will be able to collect money from parents</li> </ul>

10.	Question period for the public – no public
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Commission scolaire English-Montréal

English Montreal School Board



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11.

Date of next meeting, October 30<sup>th</sup>. 2023

12.

Adjournment, CS moves, EF seconds.

Signed this 30th day of October 2023

Jessica Lipès, chairperson

Angela Vaudry, Principal





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## PRINCIPAL'S REPORT

October 30, 2023

### 1. **STAFFING**

As you may have seen in a recent Parent Newsletter Ms. Sally Gervasi, our school secretary, has moved to a new role at the EMSB head office. Please join me in welcoming Mr. Phil Griffith, our new School-Secretary.

### 2. **ATTESTATION DAY**

Our final official count for Attestation Day 2023 was:

- 165 elementary students (K1, 1E, 2E1, 2E2, 3E, 4E, 5E, and 6E)
  - 138 secondary students (7E, 8E, 9E, 10E, and 11E)
- 303 students in total

### 3. **EDUCATIONAL PROJECT (EP)**

Six separate consultations were launched two weeks ago, to the following groups of stakeholders:

- Teachers/ Professionals
- Support staff
- GB members
- Parents at large
- Secondary students
- Cycle III students (grade 5-6)

Questions were provided by the EMSB's Educational Services Department, who oversee the EP dossier.

A meeting of the Educational Project Committee will be held later this week to look at the data and see how it will inform the new EP/ Commitment to Success. We will report back to the GB one we've reviewed the information.

### 4. **RELOCATION OF OFFICES FOR EMSB**

The School Secretary and Principal offices for the EMSB were relocated to their original sites now that the post-flood renovations have been completed.





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## 5. CELL PHONE MANDATE

The EMSB administration has not received information regarding the MEQ's mandate to ban cell phones in schools, or whether such a mandate will only affect the Centres des Services Scolaires (French sector).

Our counterparts at FACE CSSDM have received their mandate. The administration team of both schools must review the information and create a plan of action for implementation in collaboration. This plan must also include an update of the code of conduct with each set of teachers/ staff (CSSDM-EMS), to eventually have the new code of conduct approved by the Governing Boards (CSSDM-EMS).

## 6. CELL PHONE POLICY

Currently, FACE does not have a cell phone ban. Our most recent code of conduct provides the guidelines for cell phone use:

### **ELEMENTARY SCHOOL**

Personal computers or other electronic devices, belonging to the school or not, *may be used solely for educational purposes*, and in a manner that does not detract from a learning atmosphere and with permission of the teacher and daycare staff. All other use of an electronic device and entertainment devices are forbidden in class. Elementary students are not allowed to use their cell phones during lunch and daycare supervision hours. These devices will be confiscated by the teacher or adult in charge who will submit it to the administration. We recommend that these types of devices not be brought to school, and the school is not responsible for the theft or damage of these items.

### **HIGH SCHOOL**

In order to allow an adequate atmosphere that favours the work of each and every one and to respect the nature of work that must be accomplished during class time in our community, it is important to always use electronic devices for educational purposes only. Cell phones must be turned off or on vibrate mode at all times and the use for communication (text messages and phone calls) must be done outside of class time, for all members of the FACE community.

### **COMPUTERS, MOBILE DEVICES, AND TECHNOLOGY**

Personal computers or other electronic devices, belonging to the school or not, *may be used solely for educational purposes*, and in a manner that does not detract from a learning atmosphere and with permission of the teacher. All other use of an electronic device and entertainment device is forbidden during class time. These devices will be confiscated by the teacher who will then send it to the administration. (We recommend that these types of devices not be brought to school, and the school is not responsible for the theft or damage of these items.)





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It is important to note that the Education Act protects the right of the teacher to determine the methods of instruction (which would include the use of technological tools) for educational purposes in his/ her classroom.

Quebec Education Act states (s.19):

*“The teacher, having key educational expertise, is entitled, in particular,  
(1) To select methods of instruction corresponding to the requirements and objectives fixed for each group or for each student entrusted in his care;  
...”*

The process for updating the code of conduct is as follows (see page 1.3 of EMSB GB Manual):

- On an annual basis, the School Council reviews the Code of Conduct and make changes as they deem relevant. This may also occur during the school year (may update the document based on need).
- The principal then proposes the new code of conduct to the Governing Board
- The Governing Board accepts or rejects the proposal without the possibility of making changes (the power to say yes or no)

The Code of Conduct will require a revision should the MEQ mandate to ban cell phones apply to EMSB schools.

## 7. DETENTIONS

FACE detentions are supervised by CSSDM personnel.

Our code of conduct stipulates the following for high school students:

### **Procedure for late arrivals:**

The student is allowed two late arrivals during the 9-day cycle.

After the third unmotivated late arrival, the student will receive a 30-minute detention for each additional late arrival.

The student has one week to report to their detention after receiving it, either at lunch or at school.

### **Procedure for unmotivated absences:**

Students who are absent for a class without a motivated reason will receive a detention of one hour. They must do their detention within the week. Students may choose to complete their detention at the following times:

LUNCH- 12 :30 to 1 :30 p.m.	EVENING #1- 3 :50- à 4 :20 p.m.	EVENING #2- 4 :20 p.m. – 4 :50 p.m.
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Tuesdays, Wednesdays and Thursdays Room 352	Everyday Room 352	Everyday Room 352
Please note that the detention room is open on Day 9 from 11:30 -1:30 p.m.		
<b>Students who arrive late for their detention will not be permitted to enter.</b>		
<i>Students who do not follow this procedure can be asked to, to serve an internal susper complete their detention hours on a pedagogical day, be placed on a behavioural con and/ or further sanctions.</i>		
<b>Note:</b> <ul style="list-style-type: none"><li>• <i>Parents motivate absences; however, the administration decides whether the motive is appropriate and may determine consequences if necessary.</i></li><li>• <i>Follow-up will be done with students who do not cooperate, and the parents will be contacted.</i></li><li>• <i>Being late by more than 25 minutes is considered an absence.</i></li></ul>		

Recently, a CSSDM-EMSB committee has been formed to address chronic detentions. At the last meeting of the "comité d'émulation et des retenues", the following was decided:

Après 2 retards par cycle : retenue automatique le jour même Absence à une retenue : double retenue Refus d'aller en retenue malgré les rappels : rencontre surveillant et TES Refus ou persistance : Rencontre Direction adjointe Retard après le diner : Retenue automatique le soir même Deuxième retard après le diner : Perte du privilège de sortie le midi Absence non-motivée : retenue automatique d'une heure
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