

## **GENERAL INFORMATION, POLICIES & PROCEDURES**

### **OFFICE HOURS**

The school office is open from 7:30 a.m. to 4:00 p.m. Parents/guardians must make an appointment if they wish to meet with a member of the school staff.

### **DAILY TIMETABLE**

Lester B. Pearson High School operates on a nine-day cycle. Each day consists of four teaching periods. Each period lasts 75 minutes. There are no mini-day ped days scheduled this year, as per directives from the school board.

#### **Monday to Friday**

<b>Homeroom</b>	<b>8:15 to 8:20</b>
<b>Period 1</b>	<b>08:20 to 09:35</b>
<b>Recess</b>	<b>09:35 to 09:47</b>
<b>Period 2</b>	<b>09:52 to 11:07</b>
<b>Period 3</b>	<b>11:12 to 12:27</b>
<b>Lunch</b>	<b>12:30 to 13:20</b>
<b>Period 4</b>	<b>13:25 to 14:40</b>

### **STUDENT AGENDA BOOK**

This Student Agenda Book allows students/parents/guardians to:

- Maintain a record of daily assignments
- Maintain a record of the term's work
- Be aware of school expectations and procedures
- Organize your life, both in and out of school

Students are to have the Agenda Book with them for all classes. The initial copy is provided as a part of the student fees. If the student agenda is lost, students will have to pay the cost of replacement which is \$7.52.

**The agenda outlines the expectations we have for our students and the services we offer them. We expect the agenda will become an integral part of the students' school routine.**

### **EMAIL AND PICTURE POLICY**

All email communication between the school staff and students shall be through their EMSB emails. Students are expected to check their EMSB email regularly. In the interest of student safety and confidentiality, teachers and staff members will not respond to student emails that do not have an EMSB domain. Students may only identify themselves on Google Classroom using the student I.D. picture or their initials.

### **CHANGE OF HOME ADDRESS, PHONE NUMBERS & EMAIL ADDRESS:**

To ensure that we can communicate with parents/guardians, it is essential that changes of address, home phone number, work number and email address be reported immediately to the level secretary. We also recommend that parents/guardians provide the school with the student's cell phone number, when available, in order to ensure their safety and security at all times.

## **HEALTH INFORMATION**

It is the parent's responsibility to update the school of past and current health issues. All injuries are reported to the main office where students will be directed to the school nurse if necessary.

## **MEDICAL INSURANCE:**

Parents/guardians 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 paid by the school. Parents/guardians are encouraged to contact their personal insurance company or any other insurer to get advice and information about accident insurance coverage for their child.

## **FEE PAYMENTS:**

Student fees must be paid in full each academic year. In the case where payments are not made in full, transportation allocation cheques issued by the EMSB will be withheld in accordance with resolution 16-03-23-17 approved by the Council of Commissioners.

## **ATTENDANCE & REPORTING ABSENCES:**

Regular and punctual attendance contributes to a student's success at school. Appointments with doctors and dentists should be arranged before or after school hours or on pedagogical days to avoid missing classes. If your child will be absent, you must **report the absence through the Mozaik Parent Portal** or contact the school to give the following information:

- Child's name and grade level
- Reason and length of absence
- When a student is not well during the school day, parents **MUST NOTIFY** level school secretary. Students are not permitted to leave school premises without parent permission.

Please call or leave a message any time before 8:00 a.m. to report your child's absence. Should an absence due to illness extend past five (5) days the school requires a medical certificate giving, among other information, the approximate date of the student's return to school. The principal may communicate with the parents as to the reason for any absence over two days.

**It is the students' responsibility to check their teacher's online platform or email the teacher to inquire about any missed work.**

## **EMSB SCHOOL CLOSING**

In case of inclement weather, please check the English Montreal School Board, email, website, or social media outlets as all announcements will be posted there. Furthermore, most local radio stations will also provide this information. Should our school board not be mentioned in these outlets, students are required to attend school on that day.

## **I. D. CARDS**

Lester B. Pearson High School Students must always have their identification card with them when attending school or any school function. The junior ID cards have a RED background indicating they are in Secondary 1 and 2. The senior ID cards have a BLUE background indicating they are in Secondary 3, 4, & 5. This I.D. is also required to make use of the library services. It must be presented when writing exams and when attending school activities such as dances and movies. Students who lose their I.D.'s must see their level Vice-Principal to request a replacement card from the supplier at a cost of \$2.00. For students that do not have their I.D during exam periods, the main office will create temporary replacement I.D. cards at the cost of \$2.00. These requests must be made prior to their exam.

## **STM EXPRESS BUS SERVICE:**

The STM Express bus service is located on Hurteau Street and is made available to Lester B. Pearson students only. The express bus schedule can be found on our school website. Students must conduct themselves appropriately when on STM buses. Disciplinary sanctions may be imposed by the school and the STM for any behavior deemed inappropriate.

## **OPUS CARDS**

The purchase of a bus pass is the sole responsibility of parents.

## **CAR TRANSPORTATION**

**Parents who drop off their children in the morning and pick them up after school should do so on the PM Favier Street side of the building in order not to impede the express bus service. Parents are asked to observe the following safety regulations:**

- Do not stop, park, or block the express bus area on Hurteau Street.
- Do not stop in the *No Stopping Zones* directly in front of the student entrances.
- Do not double park.
- Do not have your child get off in the middle of the street.

## ***THE SAFETY OF OUR STUDENTS IS EVERYONE'S RESPONSIBILITY***

## **LOST AND FOUND:**

Any item that is found at school will be brought to the Main Office and placed in our Lost & Found box. However, many items are never claimed. We urge parents to label the inside of their child's clothing, footwear, lunch boxes and school bags. Items not claimed by the end of the school year will be given to a charitable organization or disposed of.

## **TRIPS DURING SCHOOL YEAR**

We strongly discourage family trips when classes are in session. Such absences are detrimental to a student's academic progress. Students will be responsible for catching up on the content that was taught during their absence. Students will also be responsible for any assignments or tests that they miss. Teachers are not required to offer makeup dates for students who miss an evaluation due to a family trip. Furthermore, students that are absent for an exam due to a trip during formal exam periods (i.e., midyear and final exams) will receive a grade of zero for all exams missed.

## **ELEVATOR**

The use of the elevator is restricted to those unable to use the stairs. Students requiring the use of the elevator will be escorted by a staff member. Using the elevator in case of a power failure or any other emergencies is prohibited.

## **VISITORS & VOLUNTEERS**

To ensure the safety and security of our students and staff, everyone's cooperation is essential. The following procedure must be respected:

- All visitors, including parents, must always **enter and exit the school by the administration door** and must always report to the office. If you are dropping off an item for your child, the secretaries will be pleased to help you and will make sure your child receives the item in question.
- **All volunteers and visitors who have received authorization to enter the school must report first to the school office and sign-in.** A visitor's pass will be given out to anyone spending time in the school (volunteers, consultants, workers, and parents), thus assuring students and staff that the bearer has identified themselves at the office and has legitimate reason to be in the building. Visitors must sign out and return the pass to the secretary.
- Parking is reserved for employees that display a LBPHS parking pass on their front windshield. Visitors may be issued a daily parking pass. Students may not use parking lots at any time. The school is not responsible for towing expenses for disregarding parking regulations.
- **Students must not allow visitors or volunteers into the building other than the main entrance at the office for safety reasons.**

## STUDENT CODE OF CONDUCT

*Our code of conduct adheres to the Quebec Charter of Human Rights and Freedoms which states in Section 10: "Every person has a right to full and equal recognition and exercise of [their] human rights and freedoms, without distinction, exclusion or preference based on race, color, sex, gender identity or expression, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, a handicap or the use of any means to palliate a handicap."*

### **STUDENT RESPONSIBILITY**

Students must work to develop as well-rounded individuals and strive for academic success. All students are expected to work to the best of their abilities to realize their potential.

They are also expected to develop healthy interpersonal relationships and to act in a courteous and respectful manner towards others whether they be peers, parents, staff members or guests in our school. There will be no tolerance of acts of violence, whether it be physical, verbal, or emotional.

All students have the right to learn in a safe and positive environment and the responsibility to act in a manner that will contribute to the fostering of that environment.

Consequently, we expect all students to;

- Follow the instructions and directives given by the school staff.
- Be respectful and polite towards other students, school staff and administration.
- Use appropriate language when addressing or referring to others.
- Treat all individuals with respect regardless of culture, race, gender, or sexual orientation.
- Be good digital citizens and behave online as they would in person.
- To move in a safe and quiet manner in and around the school.
- Use the equipment provided by the school in a safe manner.
- Not engaging in such things as throwing snowballs or activities that involve rough body contact.
- Be respectful of others' personal belongings, classroom materials and school property.
- Be a good role model for others in school.

### **DISCIPLINARY MEASURES:**

Each student must adhere to and respect the spirit of the rules of conduct. Students will be held accountable for any breach of the rules of conduct.

All staff members are responsible for upholding the student code of conduct to ensure proper discipline in school. Any breach of expectations, policies and procedures outlined in this agenda may result in disciplinary measures. These may include interventions such as gestures of reconciliation, restitution or the payment of damages, reflections, loss of school privileges, exclusion from field trips and school activities, detentions, suspensions, and relocation to another school.

### **COMPULSORY SCHOOL ATTENDANCE**

The Education Act (Bill 107) of the Government of Quebec outlines the legal obligation of the student, the parent, and the school administration concerning SCHOOL ATTENDANCE. The following excerpt from the EDUCATION ACT (Bill 107) should be noted:

**"Article 14: Every child shall attend from the first day of school calendar in the school year following that in which he attains six years of age until the last day of the school calendar in the school year in which he attains 16 years of age or at the end of which he obtains a diploma awarded by the minister, whichever comes first."**

### **CHRONIC ABSENCES:**

If students are chronically absent, a meeting with the parents/guardians may be required and a registered letter may be sent home. If the situation is not rectified, La Direction de la Protection de la Jeunesse may be contacted.

## **STUDENT ENTRY & LATE ARRIVALS**

The school will be open to students at 7:30am. Students may enter the building using the P.M. Favier Locker Bay or Hurteau Locker Bay doors in the morning until 8:15 a.m. After that point, the doors will be locked, and students must enter from the Main Office entrance and report to their level secretary to receive an admission slip for class.

Students are expected to arrive on time for all their classes. Please call or leave a message any time before 8:00 a.m. to report your child's late arrival. You are kindly asked **not to send** your child to school with a note validating their late arrival unless it is due to a medical appointment. A detention will be issued by the office to any student who arrives late to class for period 1 and/or 4. Students who arrive late for periods 2 and/or 3 will be subject to the disciplinary class rules set by the teacher for which class they are late. Validation of a late will be at the administration's discretion.

If a student arrives at school after 9:00 a.m. parents/guardians will be contacted and made aware of the late arrival and a double detention will be issued. If students accumulate an excessive number of late arrivals, they may be subject to suspension and a meeting with parents/guardians will be requested. Should a student arrive past 9:30 a.m. without prior justification, the student will be sent home.

## **STUDENT DISMISSAL**

All students are expected to promptly vacate the building upon dismissal. Only the following students should remain in school after dismissal:

- students who are scheduled to meet with a staff member
- students participating in a supervised tutorial
- students participating in a supervised extracurricular activity
- students who have a detention issued by a teacher or the office
- students completing work in the library

## **EARLY DISMISSALS**

Students should miss the least amount of class time possible. Early dismissals should be reserved for business that cannot be conducted outside of class time such as medical appointments. Parents requesting an early dismissal must send a note through their child or send an email to the level secretary before 8:10 a.m. on the day the early dismissal is being requested.

The note or email must contain the following information:

- The name of the student
- The date of the early dismissal
- The time the student is to be dismissed
- The reasons for the early dismissal
- A number where the parent can be reached

Before an early dismissal is granted, the level secretary will validate the request with the parents. The student will be issued a slip from the office attesting to the early dismissal. Should the student be in class at the time of the early dismissal, they must present the slip to their teacher to be excused from class. Students will also need the slip to gain access to the locker bay. Students may not leave school prior to the official dismissal time indicated on the slip. To do otherwise will be considered skipping. Students who have an early dismissal are to promptly leave school grounds.

## **SKIPPING CLASS**

Students who do not report to school or to (a) class(es); who report excessively late to class or leave school without an early dismissal validated by the school will be considered skipping. Students that skip class will be suspended. Parents/guardians may be requested to meet with the administration before the student is readmitted to school.

If a student does not feel well and feels the need to leave school, they must report to the office to notify their level secretary of their condition. A student may not leave school until they have obtained permission from the office. Permission to leave will not be granted until the parent/guardian of the student is notified and has consented to the student leaving the school premises. Students that leave the school before obtaining permission from the office will be considered as skipping and may be suspended. **Please note that parents' and/or guardians' calls received after the student has left school to justify their departure will not be accepted.**

### **STUDENTS OUT OF CLASS**

Students are expected to be in class for the teaching period. Permission to leave class is at the discretion of the teacher. Should a student leave class without obtaining prior approval, it will be considered as skipping class and being insubordinate. Please note that students are to go to the washroom outside of class time. Asking to leave class to go to the washroom should only happen in exceptional circumstances. **Students need to hand in their cell phone to teacher to obtain the hall pass to leave the classroom.** Students who continuously ask to leave class may be prohibited from doing so. Should a student have a medical condition that would require special consideration, a medical note must be provided outlining the condition, along with the expected duration and special considerations.

### **CHRONIC DISRUPTIVE BEHAVIOR**

All students are entitled to an environment that is conducive to learning where their progress is not impeded by the disruptive behavior of others. Students must maintain a decorum appropriate for class as well as act in a way that does not create a distraction or disruption to the learning environment of the class or the school.

The disciplinary measures imposed on those that chronically disrupt will vary depending on the nature, extent and duration of the offense(s). Should the situation not improve, students may be placed on a behavior contract and school relocation may be imposed.

### **INSUBORDINATION**

During school hours, students are entrusted to the care of the staff. It is important to note that students must comply with the directives given to them by any staff member. Should a student fail to observe and/or comply with the directives given to them, they will be considered insubordinate.

### **SCHOOL TEXTBOOKS**

Students' textbooks are loaned to them during the school year. The subject teacher will note the condition of the books loaned to students. It is the students' responsibility to take care of their assigned textbooks. If the books are damaged or lost, students must pay for them. Textbooks will be picked up at the teacher's request or during final exams.

### **CELL PHONES AND ELECTRONIC DEVICES**

The use of cellular phones and electronic devices, earbuds /headphones, are not permitted in class, unless specifically authorized by the classroom teacher, or in the hallways during class and will result in the confiscation of the items and a school detention. If confiscation occurs on several occasions, further consequences from the administration may be implemented. **The use of cell phones or other electronic devices to record or film students, teachers, or staff without their consent be it written or verbal is strictly prohibited.**

Portable speakers are not permitted in school and will be confiscated if used.

### **LOCKERS**

The locker bay will be open Monday-Friday from 7:30a.m. to 3:45p.m. Students will not have access to the lockers outside of this timeframe.

Each student is assigned a locker by the school. Students are not to switch lockers without the consent of the school, nor are they to allow other students to store items in their locker. Students will be held responsible for items found in their lockers.

The condition of the interior and exterior of lockers is the student's responsibility. Lockers must always be kept clean. Any repairs due to student damage may be expensed to the student's parents. **Lockers must always be locked for the security of the personal items of the students assigned to that locker and for the safety and security of students in general. Detentions will be issued for all lockers that are not locked.** Students must use the lock issued by the school to secure their locker. The school will furnish each student with a lock when they first register. Should a student need to replace their lock, they must purchase a new lock from the school at a cost of \$10. The school is not responsible for lost or stolen items. The locker remains the property of the school and a student may be asked to open the locker for inspection at any time.

### **VALUABLE ITEMS IN SCHOOL**

Students are responsible for the safekeeping of their own belongings, including their personal electronic equipment such as cell phones and earbuds. Students are not to bring large sums of money or expensive items to school. **The school will not be held responsible** for the loss of such items should a student choose to bring them to school.

### **SEARCHES**

Should the school administration suspect on reasonable grounds that a student is breaking or has broken the law or a school rule, the school may conduct a search. The search may include, but is not necessarily limited to their clothing, lockers, desks, and backpacks.

### **DRUGS AND ALCOHOL**

Should the school administration suspect that a student is under the influence of drugs or alcohol, the parents/guardians will be notified and will be asked to pick up their child. Furthermore, the student will immediately be suspended for five school days.

Should a student be involved in the distribution of drugs, alcohol, or any other prohibited substances, they will be subject to school consequences that may include relocation to another school. All cases involving illegal substances may result in a police investigation and criminal charges.

### **SMOKING AND VAPING**

*Students are not permitted to smoke and/or vape on school grounds. This includes holding a cigarette or e-cigarette, even if it is not yours. Any student in the possession of any vape product or cigarette item (including lockers) is subject to school consequences or asked to take part in the Alternative to Suspension Program led by the YMCA, as well as possible police fines. Smoking and vaping products will be confiscated and will not be returned to the students. Students caught smoking or vaping will be required to meet with the Addiction Counselor. Tobacco and vaping products must not be offered or sold to anyone under the age of 18 years old. The sales of these products amongst students is also illegal on and off school grounds.*

### **GAMBLING/CARD PLAYING**

Gambling is prohibited at school, and on school grounds at all times. Students are not permitted to play cards during classtime.

### **ENERGY DRINKS**

Students are not permitted to consume Energy Drinks at school. These drinks have an adverse effect on their school performance. Students will be asked to throw out any energy drink that they are seen consuming at school.

### **VANDALISM AND THEFT**

Any student caught vandalizing or destroying school/public property will be suspended and charged for the damage. A police report may be filed, and the student may be relocated to another school.

## **CHEATING / PLAGIARISM**

### **PLAGIARISM**

“Plagiarism” is the representation of another person’s work as your own.

No student shall claim another person’s work, published or unpublished, as their own. This includes any academic writing, such as an essay, thesis, research report, project or assignment submitted in a course, and applies to part of or the entirety of the work being submitted.

Furthermore, no student shall assist others in misrepresenting their work as that of another. Students shall not contribute any work to another student with the knowledge that the latter may submit the work in part or whole as their own.

### **CHEATING**

#### **DURING AN EXAMINATION;**

- No student shall obtain or attempt to obtain information from another student or unauthorized source.
- Students shall not give or attempt to give information to another student.
- Students shall not possess, use or, attempt to use any unauthorized material.

It shall be an offence knowingly to procure, distribute, or receive, any confidential academic material such as pending examinations, laboratory results, or course material from any source without prior and express consent of the teacher.

Students found guilty of plagiarism or cheating will receive a grade of zero “0” for the assignment, test, or exam in question.

### **UNIFORM**

The uniform must be worn by all students each day unless the school day has been declared a non-uniform day by the administration. All students must wear the school uniform as outlined below. The uniform supplier for Lester B Pearson is TOP MARKS. Only the following items are permitted:

- Navy blue pants
- Royal blue or white polo shirt, short or long sleeved, collar down
- White LBP turtleneck
- Navy blue V-neck
- Zip-up sweater
- Low-heel shoes
- Only a plain short sleeved T-shirt may be worn under short sleeve tops. LBP turtleneck can be worn under long sleeve tops only.

Please note that Graduation apparel (hoodie, short/long sleeved t-shirt) for secondary 5 students may be worn at a date determined by the Administration. This LBP tradition is a privilege which may be denied at any time by the Administration, as a result of a violation of the Code of Conduct by any individual or group.

#### **Students are reminded that:**

- Both the pant hems and polo sleeves should not be rolled since this is considered altering the uniform.
- Tights, shorts or other clothing items are not encouraged to be worn underneath school pants.
- Caps, bandanas, or any headgear are **not** permitted in school.



- Non-school uniform sweaters/hoodies, outdoor jackets/coats are only to be worn when entering and exiting the building. They are not to be worn in the classroom, nor during recess nor at lunch while in the building.
- School bags, purses, and satchels must be left in a student's locker and may not be taken to classroom or Phys.Ed. locker rooms.
- Boots can only be worn when entering and exiting the building. Boots are **not** permitted in class.
- Belts must be conservative and worn within the belt loops
- Sandals/flip flops/open-toed shoes are not permitted.

Please note that students must be in full uniform as they enter and leave school. Students biking to school may receive special permission from their Vice-Principal to change once on the premises.

### **NON-UNIFORM DAYS AND OVERNIGHT TRIPS**

School activities where students are permitted to be out of uniform is a privilege that we want all students to enjoy.

These guidelines are necessary to ensure that students are dressed appropriately and that the school remains an environment that is conducive to learning. Non-Uniform Days do not apply for Physical Education and Dance classes, where the LBPHS athletic clothing must always be worn.

The following dress code will be in effect during Non-Uniform Days and Overnight Trips:

- Shorts, skirts and dresses must be "mid-thigh" in length or longer.
- Tops may not expose stomachs or backs. Sleeveless shirts are forbidden.
- Pants must be worn at the waist or hip level.
- Pants may not have see-thru mesh.
- Frayed clothing such as jeans ripped at the knees and / or ankles is acceptable, overly distressed clothing might be deemed unacceptable.
- Clothing cannot have unacceptable slogans, logos, or suggestive images.
- No revealing of undergarments.
- No headgear (i.e., hats, caps, full bandanas, covering head with hood etc...) with the exception of headgear worn for religious reasons.
- No sleepwear (Unless otherwise specified)
- No open-toe shoes, flipflops or winter boots.

Please note that this list is not exhaustive, and that the appropriateness of student attire will be determined by the staff of the school. If you are not sure if your outfit breaks the School Dress Code - bring substitute clothing, just in case.

### **UNIFORM INFRACTION**

The school uniform has been approved by the Governing Board and it is the responsibility of all staff members to enforce the uniform policy. A student who violates the uniform policy will receive a detention to be served that same day. Please note that **any alteration of the uniform is not permitted and is considered a violation of the uniform policy.** Students who alter their uniform may receive a detention and will not be allowed to wear the altered uniform again.

### **PHYSICAL EDUCATION & DANCE PROGRAM**

Student participation in the Physical Education and/or Dance Program is **compulsory**. If there is a medical reason that prevents a student from participating in either program, the parent must submit a **MEDICAL CERTIFICATE** to the attention of the level secretary.

Students must wear the official school physical education uniform during Physical Education and Dance class. Additionally, students must wear appropriate gym shoes for their Physical Education classes. Students are required to change into their gym/dance uniform, including gym shoes, at the beginning of the period. Students with physical education first and last period may arrive and/or leave school in their Phys. Ed uniform. The Physical Education uniform, for both boys and girls, consists of a white LBP Phys Ed. T-shirt and blue shorts or joggers from the uniform provider.

The **Dance uniform**, for both boys and girls, consists of the full Physical Education uniform or the physical education t-shirt and black leggings.

### **SCIENCE LABORATORY POLICY**

All Science & Technology classes attend labs regularly. Failure to comply with the rules of the lab can result in accidents and safety issues. As per the MEQ progression of learning, it is imperative that all students conduct themselves in a safe manner in the lab and follow proper procedures or consequences will occur.

All students and parents must sign a LAB SAFETY CONTRACT prior to the first lab of the year. This contract clearly outlines all the expectations and guidelines to ensure that a lab is done safely. Please refer to this contract given out by your Science teacher at the start of the year. Anyone who violates the contract will be removed from the lab immediately.

Any student who is removed from a lab for violating the contract will be given the opportunity to do an alternate activity. The student will be responsible for analyzing data provided to him/her to complete a full lab report.

Students who repeatedly demonstrate unsafe behavior will be dealt with by an administrator. Makeup lab sessions are reserved for students who are absent for a valid reason. Only one makeup session is scheduled for every lab.

### **RECESS / LUNCH**

In the effort to maintain the cleanliness of the school grounds, eating/drinking indoors is restricted to the cafeteria or café **only**. Students who are caught eating outside of the cafeteria or café may be subject to detentions or community service.

Please note that junior students are **prohibited** from leaving the Lester B. Pearson campus at any time during **recess and lunch**. Junior students are to stay in the Plaza, Cafeteria, or on the P.M. Favier terrace during lunch. Students who are found leaving school grounds will be subject to school consequences.

During recess and lunch, students should not be on the second, third, or Phys.Ed floors unless they are supervised by a staff member.

Senior students may leave the building during lunch. If senior students remain at school, they are to stay in the Plaza or on the Hurteau terrace if they are not in the library, attending a remediation session, or attending a supervised activity.

### **NEW DETENTION CHANCE SYSTEM**

*Detentions are served after school. Students receive detentions for lates, uniform infractions, name calling, use of inappropriate language, including racial, homophobic, and transphobic slurs, and any other behavior that is deemed disrespectful. All students will be given two chances per term for MORNING LATES ONLY. These chances can be used when students are late without justification. It should be noted that lateness due to traffic or weather is included this chance system.*

### **DETENTION PROTOCOL**

- Students serving detentions must be seated in the cafeteria before 2:55 p.m.
- Students may work on schoolwork in detention.
- No food or drink is permitted in detention.
- Students must place their phones, bags, coats, and boots at the front of the cafeteria.
- The use of computers or electronic devices is prohibited.
- Students may not sleep or place their heads on the table.
- Students must always remain silent.
- Students may not leave the detention room before 3:40 p.m.

## **ALTERNATIVE TO DETENTION**

This initiative allows students to attend a tutorial as an alternative to detention.

### **Conditions & Procedures:**

- This initiative only applies to non-behavioral detentions issued by the administration; student lates, uniform infractions and electronic equipment confiscations. This initiative does not apply to detentions issued by staff members.
- The tutorial must be a minimum of 30 minutes and it must be served on the same day the detention is issued.
- Students can choose from any of their teachers' tutorial sessions offered on that day. If a tutorial is not available, they must attend the detention session set by the school on that day.
- It is the students' responsibility to advise their student supervisor/facilitator of their intention to attend a tutorial as an alternative to detention before they miss the school detention. They can do so by speaking or sending an email before to the student supervisor/facilitator before 2:00p.m.
- Students must let the teacher know that they are using the alternative to detention prior to the beginning of the tutorial session.
- The student must arrive to the tutorial with the appropriate material and must be an active participant.
- When serving a tutorial as an alternative to detention, students must be present at the start of the tutorial session. Students that arrive after that time will not be admitted and it will be considered as a skipped detention.
- At the end of the tutorial, it is the student's responsibility to place the Alternative to Detention slip in the Student Supervisor's box after their session.

Failure to comply with the conditions and procedures listed above, will result in the tutorial session not counting as an alternative to detention and the original detention will be considered as skipped. For chronic offenders, the option to use Alternative to Detention may be removed.

## **SKIPPING DETENTIONS**

Students are to serve their detentions the day they are given. Skipped detentions are doubled unless the student has been given permission from the student supervisor/facilitator or level Vice-Principal to reschedule their detention. After two consecutive skipped detentions, students may be subject to suspension. **After the suspension, the student must serve his/her missed detentions.** Students may be asked to come to school on a pedagogical day.

## **SUSPENSIONS**

Students who are suspended from school may not be in or around the school, nor participate in school activities. Parents/guardians may be required to meet with the school's administration before a student is readmitted to classes. Students are responsible for communicating with their teachers for all work that they are missing during their suspension. Students must inform the school's administration if they are missing an evaluation on a suspension day. Should students be required to come in for an assessment during a suspension, they must complete the assessment at the office and leave the school immediately upon completion.

## **LATE ASSIGNMENT POLICY**

Students will be granted one day without penalty. As of the second day, 5% of the grade will be deducted per school day late. No late assignments will be accepted for grading after the instructor has returned the given assignment to students who submitted.

## **CAFETERIA SERVICES**

Our school cafeteria serves nutritious meals with a variety of refreshments, snacks and fruits. Students are expected to keep the cafeteria clean by picking up after themselves and properly disposing of their garbage. Non-compliance will result in community service, detention or suspension.

## **NEIGHBORHOOD RELATIONS**

It is important that the school maintains a good relationship with the residents and businesses in the area. To this end, students are required to treat people in the community with respect. Students may not congregate in or around business establishments, trespass and/or litter on private property. **Failure to do so may result in disciplinary measures and police involvement.**

## **STM BUSES**

Students must behave respectfully on the buses. Students that do not abide by the STM code of conduct may be removed from the service and may receive a fine by the STM. Disciplinary action from the school may also be taken.

## **ANTI-BULLYING POLICY**

Lester B. Pearson High School strives to provide a safe and supportive environment, in line with the school board's Safe Physical and Cyber Environment Policy, to all students and staff. Lester B. Pearson High School is a school that does not tolerate any acts of violence or aggression, physical and/or verbal, towards other students and staff members.

Bullying and Violence are defined as follows in the Quebec Government's Bill 56, Section 22:

*"Bullying means any repeated direct or indirect behavior, comment, act or gesture, whether deliberate or not, including in cyberspace, which occurs in a context where there is a **power imbalance between the persons concerned**, and which causes distress and injures, hurts, oppresses, intimidates or ostracizes."*

*"Violence means any intentional demonstration of verbal, written, physical or sexual force which causes distress and injures, hurts, or oppresses a person by attacking their psychological or physical integrity or well-being, or their rights or property."*

As mandated by Bill 56, Lester B. Pearson High School has adopted and implemented a Safe School Action Plan. A copy of the Safe School Action Plan is available on the school's website.

Students should not be involved in any form of bullying or violence as an instigator or a bystander whether in person or electronically.

Please find below the protocol for reporting bullying and/or violence:

- Students may report an incident by talking to a staff member such as teachers, guidance counsellor, social worker, & administrator or completing an incident report found at the main office.
- Parents/guardians can report to their child's teacher, school administrator, support staff or professional school staff in person, with a direct phone call or by email. Reports are kept confidential.

## **SPORT-ÉTUDES PROBATION POLICY**

Lester B. Pearson High School's Sport-Études program is designed for the high-performance athlete who is able to maintain high academic standards.

This high-level program is recognized by the Ministère de l'Éducation du Québec (MEQ) and is administered in conjunction with provincial sports federations. It allows students to combine learning an athletic sport and academic studies, in order to achieve excellence in both spheres.

We provide our student athletes with a supportive environment which will enable them to succeed academically while pursuing their athletic careers. With both academic and athletic excellence in mind, Lester B. Pearson High School has developed the following probation policy. This policy is designed to help

identify students who may be struggling with the organizational and academic rigors of the program, while at the same time reinforce the value we place on academic achievement.

### **ACADEMIC AND BEHAVIOURAL STANDARDS**

- Students must maintain a 70% or above in English, French, & Math.
- Students must maintain a 75% general average.
- Students may not fail any subject.
- Students must maintain a good behavioural standard and not violate the Lester B. Pearson High School Code of Conduct.
- Students may not miss their scheduled sport without a valid justification.

Students who fail to meet any of these academic and behavioural standards will be placed on academic and/or behavioural probation. Students who are unable to improve their academic results and/or behavioural record within the next term may be asked to leave the program. The school is not responsible for any fees already paid by students should they choose or be asked to leave the program.

### **Students who receive a detention with a teacher**

1. The detention will be based on teacher availability but never on the same day that the incident occurs. Sport partners must receive a school days' notice of an athlete's absence from a game or training. This helps the student-athlete take responsibility for their actions.
2. Teacher advises the student of the date and time of their detention
3. The student must then advise their coach immediately of their detention even if it does not conflict with their training hours (morning and afternoon detentions).

### **School Detentions (Monday to Thursday)**

Are detentions that are given by the office. All school detentions are to be served the following day from 2:55 pm to 3:45 pm. Sport partners must receive a school days' notice of an athlete's absence from a game or training. This helps the student-athlete take responsibility for their actions.

Lates can be served the following day either at 7:20 am to 8:10am in the study hall or from 2:55 pm to 3:45 pm in the cafeteria. All study hall detentions depend on the availability of a supervisor.

The Sport-études coordinator must also receive an email from the teacher/student supervisor/office and student prior to the detention being served with the date and time that the student is expected to serve their detention.

<b>EMERGENCY PROCEDURES</b>
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### **EVACUATIONS:**

Whether it be a real evacuation or a drill, students must proceed through the hallways and exit the building in silence, promptly, and without running. They are to follow their classroom teacher as they make their way out of the classroom and into the field to their designated meeting point. Students are to remain in their designated meeting area until their teacher signals that it is safe to return to class. The same procedure outlined above also applies for the return to class. The use of the elevator is forbidden during an evacuation. Students must take evacuations (real or a drill) seriously. Failure to do so may result in disciplinary action.

If a student is immobile (wheelchair) and is unable to leave the building, a staff member will assist that student to a "safe" area, into a stairwell, if possible (behind fire doors/ staircase landing), once all the students have made their way past the staircase. If risk escalates, staff members will have to evacuate and fire rescue will retrieve the student, Parents should inform the Administration of their child's mobility issue and determine if their child will be able to evacuate slowly via the stairs despite their reduced mobility.

## **LESTER B. PEARSON SCHOOL CLOSING**

In case of an emergency requiring the closing of LBP, students may be dismissed without prior notification. If possible, parents will be notified through the EMSB or LBPHS websites, or via the Mass Notification System (email or phone call).

## **POWER FAILURE**

In the event of a power failure, students are to remain where they are and wait for further instructions from the administration.

<b>STUDENT SERVICES</b>
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## **COURSE CHANGE**

The course change period will begin on the first day of school and will end on September 15 of each school year. All requests after September 15 will not be permitted even if the change does not affect the student's schedule in a major way. The school does not accept, at any time, course change requests related to teacher preference and/or sibling or family friend accommodations. Performance or grades after reporting periods are not acceptable reasons for a course change after September 15 of each school year.

## **TUTORIALS**

Lester. B. Pearson High School offers tutorials for all its students. The purpose of the tutorial is to help students consolidate their knowledge in various subject areas. Teachers provide tutorials in the morning, at lunch, and after school. Tutorial times are posted in every classroom as well as on our school website. It is a student's responsibility to take advantage of this service.

**TLC = THE LEARNING CENTRE:** The Learning Centre provides students with an IEP the opportunity to receive additional support and accommodations as recommended by their Individual Education Plans. Students can use the quiet space with limited distractions to focus on their evaluations and use assistive technology on the laptops and computers, whether it be for typing, text-to-speech, or word prediction. The Learning Centre primarily caters to students in our core, sports études, and honours programs, or students in the resource program in integrated classes.

## **ZEN ZONE**

The Zen Zone is a room that provides flexible seating where students can come to self-regulate in a safe space. With the support of child care workers, they help the students manage their emotions whether it be due to frustration, conflict, inability to focus, or anxiety. Our goal is to help de-escalate, prevent blow-ups, provide tools and strategies to help them succeed and create safe and positive learning experiences.

## **LEARNING COMMONS/ LIBRARY REGULATIONS AND SERVICES**

The learning commons/library is open Monday to Friday from 7:30AM to 4:00PM.

The learning commons/library is an inclusive space for students and staff to use in a variety of ways. The learning commons offers space for students to do individual or group work, use computers and borrow books.

In addition, students can make use of or participate in; 3D printers, photocopiers, board games, comfy chairs for reading, and various clubs (magic club, graphic novel club, battle of the books etc.).

### **Lunch passes:**

Students must trade their student ID for a lunch pass before lunch begins. We ask that students always observe the following regulations:

- If visiting during class time, arrive with a note from your teacher
- Computers are for schoolwork only
- No food or drinks (water bottles are permitted)

- Students must be in uniform
- No volume/sound from any devices being used in the library
- Students must be respectful of each other and the space

#### Book Loans:

Students can borrow books for a 3-week period excluding weekends and holidays. If books are lost or damaged the student is responsible for paying the replacement cost.

#### Overdue Book Policy:

- There are no late fees.
- Parents will be emailed when books are overdue.
- 1st email: Reminder that book is more than 1 week overdue.
- 2nd email: Invoice for replacement cost of book.

### **GUIDANCE COUNSELLORS**

The guidance counsellor is available to students and parents. The role of the guidance counselor includes academic counseling, career planning and advice on educational prospects. Students who wish to meet with their guidance counselor must make an appointment in advance to be seen during class time. Students will be given an appointment card in order to make their classroom teacher aware of their appointment. Please note that the teacher has the discretion to keep the student in class if there is an educational activity that cannot be retaken later.

### **SPIRITUAL & COMMUNITY ANIMATOR**

The Spiritual & Community Animator will offer a variety of humanitarian, spiritual and interfaith activities intended to enhance the human and spiritual growth of our young people.

The aim of this service is to help students further develop moral values, reflect on the meaning of life and of their own lives, and develop a social conscience through a greater openness to others and to the world.

### **SCHOOL NURSE**

The role of the school nurse goes beyond being a first-aid attendant in case of medical emergencies. The primary role of the school nurse is to serve as a health counselor to our students by providing them with information on various health issues.

For confidential health issues, students are to leave a note in the confidential box outside the nurse's office. The nurse will reach out to the student to make an appointment. Students will be given an appointment card to make their classroom teacher aware of their appointment. Please note that the teacher has the discretion to keep the student in class if there is an educational activity that cannot be retaken later.

### **SOCIAL WORKER**

The school Social Worker is available to students and parents. The role of the social worker is primarily to provide counseling to students who are experiencing difficulties at home or at school. Should a student or parent wish to meet with the social worker, the student would have to make that request known to the school Guidance Counselor who will refer the case to the Social Worker. Please note that depending on availability the student may be placed on the CIUSSS waiting list.

### **Lester B. Pearson High School and École secondaire Henri-Bourassa** **Joint Student Council Declaration**

We, the students, wish to break the walls of intolerance so that violence no longer takes place. We want to mend the bridges that were broken in order to build a more promising future. We are committed to undertaking acts of cooperation in order to bring our schools closer together and build a durable bond between both schools.

We, the students, want a concrete and visible change that will allow us to live in a milieu of solidarity and understanding. We want to change the negative into positive experiences by learning from lessons of the past while renewing our friendship.

As author George Bernard Shaw once said,

***“The possibilities are endless once we decide to act and not react.”***

Together, we have the power to create this climate of harmony.

From a common accord,  
Lester B Pearson High School and École secondaire Henri-Bourassa Student Councils

### **STUDENT COUNCIL**

Student Council is about **character, creativity, teamwork** and **dedication**. Participation in Student Council is a very demanding job but also extremely rewarding at the same time. Students will learn how to work collaboratively with other students. Students may need to make some personal sacrifices in order to make the commitment necessary, but every sacrifice is well worth the final reward. Most of all, they must have a genuine love for Lester B. Pearson and its student body, and make every possible effort to make it better, happier and prouder.

Our Student Council leadership program provides students with opportunities to grow as individuals and to learn how to collaborate with others. Throughout the year, students participate in workshops, plan and put many of the school's major events into action and serve as our ambassadors during regional pedagogical days, open house and parent-teacher conferences.

#### Expectations of a Student Council member are to:

Commit to attending scheduled meetings during and after school hours, participate in and promote activities and maintain good academic and behavioural standing. Becoming a member of Student Council is a major commitment as when you take on responsibilities, we count on you to see them out until they are completed. Students are encouraged to be open to change and most importantly, be prepared to take on the position of a role model and leader.

#### Lester B Pearson's Student Council is composed of:

- Co-Presidents (**Secondary 5 only**)
- Vice-President of Finance (**Secondary 4 & 5 only**)
- Vice-President of Archives (**Secondary 4 & 5 only**)
- Vice-Presidents of Marketing (**Secondary 2 to 5**)
- Vice-Presidents Representing Levels (**Open to all levels**)
- Members at Large (**Open to all levels**)

## **ACADEMIC INFORMATION**

### **PRINCIPAL'S LIST, HONOUR ROLL, & ACADEMIC DILIGENCE**

If students display high academic excellence with an overall average of 90% or over, their names will be placed on the Principal's List. For secondary 5 students, they must be on the Principal's List for all three terms in order to receive the associated stole at their convocation ceremony.

If students display academic excellence with an overall average of 80-89%, their names will be placed on the Honour Roll. For secondary 5 students, they must be on the honour roll for all three terms in order to receive the associated stole at their convocation ceremony.



If a student has shown an increase in academic results, has shown dedication towards his/her schoolwork, has shown commitment towards extra support and tutorials, and has shown excellent citizenship during the term, that student may be nominated for the Academic Diligence Awards.

The name of all recipients will be displayed in the Plaza for students and visitors.

### **EXAMS/EVALUATIONS**

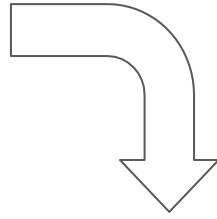
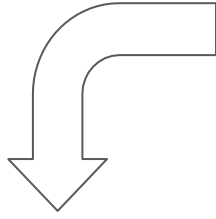
All students must be present for these exams. Exemptions will be granted as per Ministry guidelines (e.g., Medical Notes). Vacations must be scheduled outside the exam period and exemptions from exams will not be granted. All students are required to complete the Oral Competency (1) in their English Language Arts unless the student has a justified medical note to provide an alternative setting.

### **MEQ SUPPLEMENTAL EXAMS**

MEQ supplemental exams are scheduled by the Ministry. Please consult the MEQ website before making any travel arrangements or medical appointments. Secondary 4 or 5 students who are absent for a Ministry exam in June will have to write the August or January supplemental exam, regardless of any travel plans.

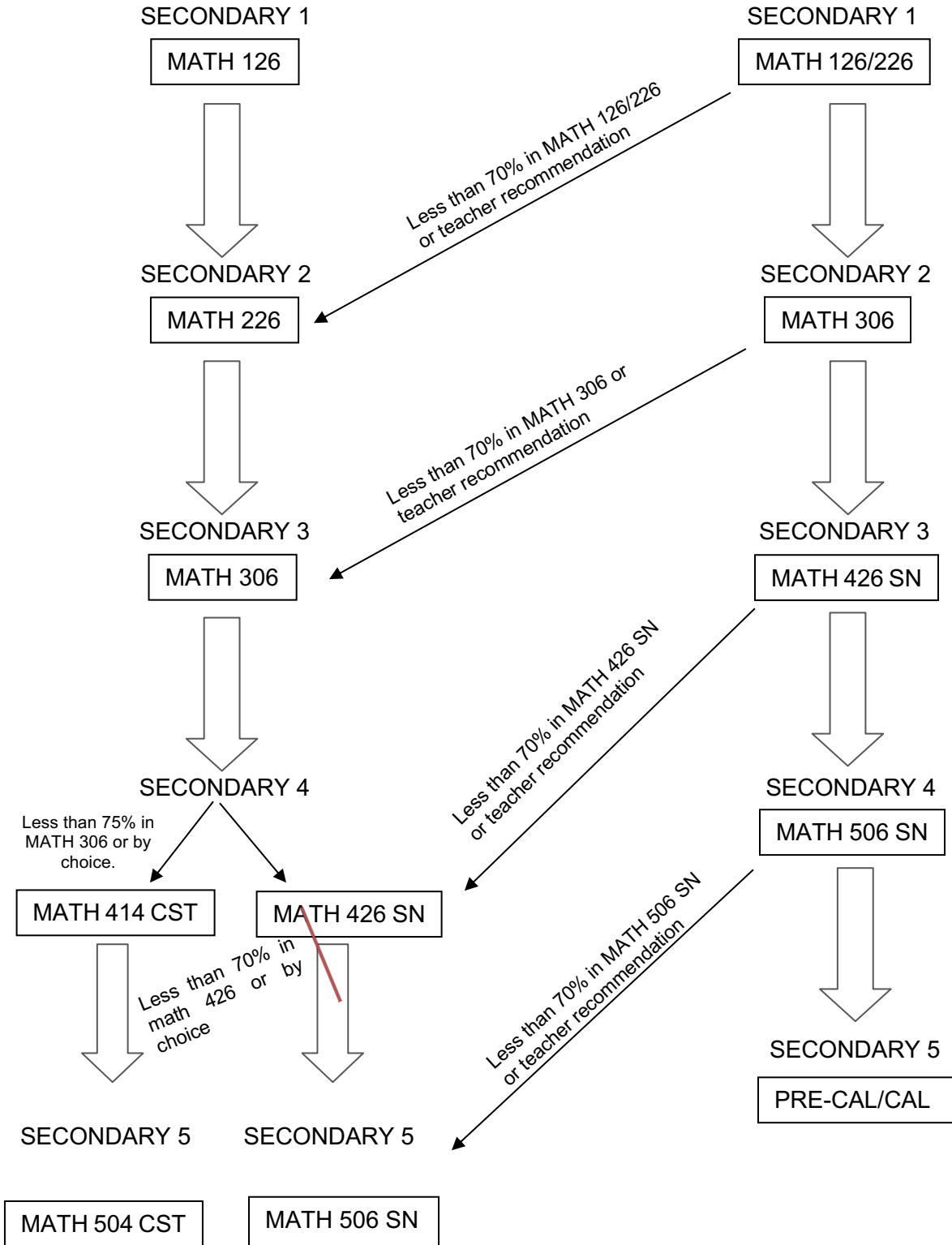
<b>MEQ CERTIFICATION REQUIREMENTS (as of 2015)</b>
<p>The Minister shall award a Secondary School Diploma to students who earn at least 54 credits at the Secondary IV or V level. Among those credits, there must be at least 20 credits at the Secondary V level. The following credits are compulsory:</p> <ul style="list-style-type: none"><li>• 6 credits in Secondary V language of instruction</li><li>• 4 credits in Secondary V French, second language</li><li>• 4 credits in Secondary IV Mathematics;</li><li>• 4 credits in Secondary IV Science and Technology <b>or</b> 6 credits in Secondary IV Applied Science and Technology</li><li>• 4 credits in Secondary IV History and Citizenship Education</li><li>• 2 credits in Secondary IV Arts Education;</li><li>• 2 credits in Secondary V Ethics and Religious Culture <b>or</b> Physical Education and Health.</li></ul>

# MATH FLOW CHART ENTRANCE EXAM SCORE



REGULAR STREAM

ADVANCED STREAMING



## **Virtual Learning Code of Conduct**

### **School Hours & Routine**

Although in an e-learning context, arriving at school/logging in on time is fundamental.

Being late is not accepted. Please understand that classes begin immediately as per their student schedule. Tardiness therefore equates to a loss of valuable learning time and classroom organization that may hinder your child's success.

Please understand that repetitive lateness will be addressed with parents and will be recorded in the student's official school file.

Despite a virtual setting, the **LBP prescribed uniform is consistently expected while learning online.**

### **Netiquette Tips: Students & Parents**

Due to the unique e-learning nature of the online-class, it is essential to consider netiquette – the correct or acceptable way of communicating and behaving in a virtual classroom. For your convenience, we have separated this section by student & parent involvement.

The EMSB's Educational Services Department has also prepared a 'Tips for Parents' section on the EMSB's website, including Tips for Digital Citizenship, as well as Tips for Supporting Your Child's Academic Learning at Home. Consult them here:

<https://www.emsb.qc.ca/emsb/community/education/activities/tips-for-parents>

### **Students:**

#### ➤ **Make a Space for Learning**

- Choose a specific area of the home as your workspace – one that is quiet, comfortable, and strictly devoted to learning.
- This space should be designated to learning - verify where you will be seated to ensure that what is visible to your teacher & peers is appropriate for school. Students should blur their background if they feel more comfortable this way.
- Have your camera on at all times and mute your device unless the teacher requested them to not be muted.
- Lighting should be placed in a way to show the student's face. Sitting with light behind them should be avoided.
- Be sure that you have easy access to the materials and supplies that you will need to work well (headphones, mouse, paper, pens, office supplies, watch, etc.).

#### ➤ **Familiarize Yourself with the Designated Learning Platform**

- Explore the resources provided in Google Classroom. Practice makes perfect!
- Test the platform and consider reviewing main tasks/accessing tools. Always ask for help if you run into difficulty.
- Keep track of login information, access codes & passwords

#### ➤ **Be on Time, Prepared and on Task**

- **As with in-school classes, you should have all the necessary materials nearby so as to avoid unnecessary delays and classroom interruptions.**
- **Be sure to respect your teacher's expectations in regard to homework, assignments, etc. Consider using a planner or checklist.**
- **Please ensure that all necessary equipment (microphone, camera) is ready and functional before class starts so as to not delay the lesson.**
- **Your profile photo should be your ID photo**
- **Never pretend to be someone you are not.**

- **Limit Distraction**
  - Until schoolwork is done, limit your use of devices to what is needed to complete your work only.
  - Background noise should be eliminated completely.
  
- **Participate as Much as Possible**
  - Listen actively, ask questions and get involved so as to optimize your learning experience.
  - Consider making use of your teacher's office hours/tutorials, when needed.
  - Always raise your hand and wait your turn to speak.
  - Tone; no sarcastic jokes and typing in all caps.
  - Do not abuse the chat box with unnecessary chat or questions.
  - Think before you type post things you are comfortable with others seeing, including your teachers and parents
  
- **Create a Schedule**
  - Think through a schedule not only for each day, but each week.
  - Be sure to consider what you are responsible for accomplishing, how much time the completion of each task will take, etc. Waiting for the last minute may lead to problems with deadlines, etc.
  - Work around other commitments (extra-curricular activities, etc.)
  
- **Maintain Breaks**
  - Take full advantage of breaks as you would usually do at school
  - Whenever possible, throughout extended breaks (i.e., lunchtime), get some fresh air, go for a walk, and break away from your sedentary stance. Exercise in between classes may help improve your concentration!

### **Parents:**

We encourage parents to supervise their child's work and progress on a continual basis. As always, a collaborative effort between home and school can only strengthen our role as leaders & mentors. We thank you for your special attention to the information below:

- **Efficiently & Appropriately Communicate with Teachers**
  - Building a collaborative relationship with your child's teacher is essential – be sure to read through the teacher's course outline for details in regard to their preferred communication methods. We all want success for our students, and this is best achieved through collaboration.
  - Kindly consider the fact that your child will thrive as an independent learner. **Under no circumstances should parents interject or interrupt during virtual classroom time to discuss matters/concerns with the teacher. If this occurs, students will be blocked from the classroom until a meeting with the Administration can be held.**
  - If parents wish to communicate with their child's teacher other than on the Parent-Teacher conference dates, an e-mail should be sent to the child's teacher.
  
- **Familiarize Yourself with the Designated Learning Platform**
  - Just as your child will do, take the time to get familiar with what the designated platform looks like, how your child will be using it, what resources are available
  - Consider that many platforms have a parent portal, for easy and effective overview
  - As a friendly reminder, we encourage you to consult the Tips for Parents section established by the Educational Services Department:  
<https://www.emsb.qc.ca/emsb/community/education/activities/tips-for-parents>

➤ **Be a Motivator & Monitor**

- **The e-learning** experience should mirror the classroom setting – whereby your child is an independent learner who thinks for themselves and makes their own mistakes.

**Policies & Procedures: Code of Conduct**

Lester B Pearson policies & procedures are based on the concept that personal freedom is accompanied by the responsibility to respect the freedom of others. Common courtesy, good manners and mutual respect are expected. Discipline is most meaningful when it is self-imposed or self-controlled. LBP requires all to abide by the rules of good digital citizenship.

While parental input is welcomed and considered, it is the responsibility of the school staff and administration to make decisions about discipline.

It is therefore necessary that the school have the parents' support, cooperation and assistance when required. As with any learning environment, RESPECT is of utmost importance. Therefore, the following expectations consistently apply:

Students are expected to listen to and follow the instructions of teachers. Kindly note that every teacher will communicate the nuances of their e-classroom functioning, as well as their virtual classroom expectations. Children who consistently create a situation that jeopardizes a pleasant learning environment should expect repercussions.

**Appropriate Surroundings and Personal Possessions**

Items that Distract or Pose a Safety Issue:

Language or graphics (posters, items etc.) that display provocative, obscene, violent, sexist or racist slogans, or refer to drugs, alcohol, smoking, etc. The promotion of such cultures is forbidden at all times.

Items from home that are irrelevant to the school's instruction and distract from its functioning should not be made visible during class time.

**Illegal Substances**

Students should not vape, smoke or consume an illegal substance while participating in online class situations. Behavioural expectations are the same as if the students were in a physical classroom setting.

**Respect for School Property**

Respect for school property is crucial. The usage and maintenance of all electronic devices loaned from the school board must be in compliance with the Loan of Equipment Agreement Form for the current year. Equipment must be used appropriately and for pedagogical purposes only, as per the EMSB's relevant policies.

Article 18.2 of the Education Act states, "Students shall take good care of the property placed at their disposal and return it when school activities have ended. If a student fails to take care of or return the property, the school board may claim the value of the property from the student's parents if the student is a minor, or from the student if the student is of full age."

**Use of Electronic Devices**

Due to its unique setup, please note that the virtual setting inherently provides our students with consistent opportunities to explore technology. **However, abuse of these devices (i.e. inappropriate content searches) will not be tolerated.**

Therefore, the use of personal electronic devices that are not required for the purpose of the school learning is not permitted throughout school hours and/or in any extension of the school day unless directed by a teacher for educational or instructional purposes. Students may use these devices prior to classes, between periods, lunch, and after school.

**Students should never...**

- share login credentials with anyone else.
- establish login credentials that are deceiving or inappropriate (i.e. using an alternate name on a virtual platform).
- use anyone else's login account.
- knowingly upload any file that contains a virus, malware or other malicious code.
- share course content with outside sources (evaluations, e-mail correspondences, digital captures, discussion, chat threads, etc.) without explicit written permission from the school.
- write, use, send, download or display any information that is hostile, insulting to others, obscene, threatening, or otherwise offensive.
- follow links, websites, and/or accounts that compromise the safety or wellbeing of students and staff. Students that are made aware of such inappropriate online activity must report it to the administration immediately. All reports will be treated confidentially. Not reporting such activity continues to jeopardize the safety and wellbeing of staff and students. Students that choose not to report such activities, can be subjected to the same consequences as those directly responsible.
- discuss in an open forum personal information that is critical of themselves, another student or teacher (opt for private correspondence instead).
- **use of cell phones or other electronic devices to record or film students, teachers, or staff without their consent be it written or verbal is strictly prohibited.**