

**Beaconsfield High School  
Code of Conduct 2016-2017**

**A Beaconsfield High School student is one who:**

- Is polite and respectful to everyone
- Respects school property and the property of others
- Follows the school dress code
- Knows and follows the safety rules:
  - In the classroom, gyms, cafeteria and hallways
  - On the bus
  - During fire, evacuation and lockdown drills
- Uses proper and respectful language
- Avoids disrupting class in any way
- Avoids physically or verbally aggressive behaviour in person or online
- Respects authority, i.e. listens to and obeys the person in charge
- Does his/her best work at all times
- Completes homework assignments and projects on time
- Is on time for school and classes
- Is prepared for class with all his or her books and supplies
- Values his or her health and does not use drugs and/or alcohol or cigarettes
- Uses technology in a positive and productive manner

**RIGHTS and RESPONSIBILITIES:**

All members of the BHS school community have rights, but along with those rights come responsibilities:

**STUDENT RIGHTS**

**Students are entitled to:**

- a meaningful education
- a challenging and positive learning environment
- freedom from physical and verbal harassment
- be disciplined in a respectful and humane way
- feel secure to report inappropriate or threatening incidents

**STUDENT RESPONSIBILITIES:**

**Students will:**

- know and obey the school rules outlined in the Code of Conduct
- be courteous, punctual and co-operative
- respect school and others' property
- not disrupt the educational progress of others
- respect the rights of others
- be responsible for missed work

**TEACHER RIGHTS:****Teachers are entitled to:**

- expect reasonable and appropriate behaviour from students
- support from administration in the performance of their duties
- cooperation & respect from all students in or out of the classroom
- support from parents in the performance of their duties

**TEACHER RESPONSIBILITIES:****Teachers will:**

- ensure the rights and responsibilities of students
- enforce the Code of Conduct
- contact parents/guardians when necessary
- plan and conduct appropriate programs of study
- establish clear, consistent and fair class room guidelines for students
- communicate clear expectations in terms of evaluation
- evaluate in a transparent and fair manner

**PARENT/GUARDIAN RIGHTS:****Parents/Guardians are entitled to:**

- know the objectives and method of evaluation of the curriculum
- receive regular communications from the school
- confer with teachers and/or administrators regarding concerns for their child
- receive notice of an after school detention a minimum of 24 hours before it occurs, for Cycle 1 students

**PARENT/GUARDIAN RESPONSIBILITIES:****Parents/Guardians will:**

- take an active interest in their child's progress in school and discuss it with him or her
- ensure the punctuality and daily attendance of their child
- collaborate with the school in developing their child's positive attitudes towards learning and responsible conduct
- deal with school personnel in a respectful and courteous manner

### **The Goals of the BHS Code of Conduct are:**

- To establish and maintain a positive learning climate
- To help the students develop a sense of self-discipline and responsibility in the school community
- To protect the basic rights of all members of the school community
- To ensure that all students receive a positive educational experience

To provide this safe and enjoyable school climate where learning can take place, rules and regulations for conduct are necessary.

Each student has the obligation to respect the rules outlined in the Code of Conduct. Failure to comply with these rules will bring about specific disciplinary sanctions. Disciplinary sanctions are graded and applied according to the severity of the infraction, its frequency or both.

Minor violations of this code of behaviour will be handled by the classroom teacher or person in authority who will use disciplinary measures of support and encouragement such as:

- Verbal reminders of the appropriate way to behave
- Practicing the correct behaviour
- Peer support to learn the appropriate behaviour through modeling
- Removal of privileges
- A conference with the student
- An assigned detention for reflection
- Teacher contact with the student's parent or guardian by phone
- A conference with the student's parent/guardian in person
- Referral to the administration

Repeated or major violations will result in an incident report being sent to the appropriate grade level administrator. Disciplinary sanctions will be applied according to the severity of the infraction. These sanctions may take a variety of forms:

- A conference with the student
- A phone call to the parents/guardians
- A letter home to the parents/guardians
- A requested conference with the parents/guardians
- Assigned administrative detentions at lunch, before or after school
- Assigned time in the BHS planning room
- Assigned time in another LBPSB school's planning room
- Assigned time in the LBPSB planning room
- Pedagogical day or Saturday detentions
- Community service as restitution
- Out of school suspension
- Re-location to another LBPSB school
- Expulsion

Out of school suspension is applied when the student's conduct is such that his or her continued presence in the classroom or the school is problematic.

The following are some examples of situations that may warrant an out of school suspension:

- The student has been involved in an act of physical ,verbal and/or cyber aggression towards any member of the school community, this includes any participation in a physical confrontation or fight.
- The student refuses to accept disciplinary measures imposed by school authorities.
- The student consistently refuses to abide by the school's rules of conduct and safety.
- The student's behaviour seriously interferes with the education of others.
- The student is a danger to himself/herself or others.

During an out of school suspension the student is denied access to the school, school grounds and the educational services offered therein. As well, students are denied access to social, athletic and any other extra-curricular activities even if they take place after the regular school hours.

**Students who have been suspended from school may not return to school unless accompanied by a parent/guardian for an in-take meeting.** If a student is unaccompanied by a parent/guardian when they return to school after a suspension they must report to the planning room where they will remain until a parent meeting takes place. In all cases, parents/guardians are advised of the suspension in writing and/or by telephone. Communication with the administrator must take place in order to discuss conditions for re-entry to school.

The administration will not hesitate to refer serious offenders to the police. In addition, the School Board has the power to levy extended suspensions and to expel students from the school.

It should be noted that the procedures and guidelines for suspension and expulsion are administered according to the Lester B. Pearson School Board's Safe School Policy and Article 78 of the Education Act.

## **RULES OF BEHAVIOUR**

### **RESPECT FOR SELF:**

#### **Attendance:**

- Students must attend all their classes
- Students must be on time for school and class

#### **Dress Code:**

- Students must dress respectably and appropriately for school, i.e. so that their clothing does not distract from their learning or disrupt the school's culture for learning.
- Prohibited Attire: Ripped or torn clothing, T-shirts with unacceptable language, sexual innuendo or that promote violence or drugs, halter tops/tube tops/bikini tops, visible underwear, low-riding pants, pajamas, excessive cleavage, short shorts and short skirts (fingertip rule applies), sleeveless shirts, spaghetti straps, clothing exposing the midriff and outdoor clothing worn inside
- Students are not allowed to wear headgear of any kind e.g. hats, hoods, bandanas, visors, etc. (exception: for religious purposes)
- Offensive jewelry or logos of any kind are not allowed.
- Coats, jackets and backpacks are not allowed while in line in the cafeteria.
- Students are expected to change clothes for physical education (PE) and dance classes.
- A school PE T-shirt is compulsory for all students, at all grade levels. BHS shorts are mandatory for all students in Secondary 1- 3. Secondary 4 and 5 students must wear either sweatpants or shorts as part of their PE uniform. School PE T-shirts (mandatory) and shorts (optional for Sec 4 and 5) may be purchased from the PE department during the first days of school.

### **Smoking:**

- Students are not allowed to smoke on school property. Bill 112 of the Quebec Tobacco Act prohibits smoking on school grounds. Cigarette facsimiles, i.e. electronic cigarettes, are also not allowed to be used on school property.

### **Lunch Hour**

- Cycle One students are not permitted to leave school property during school hours, which includes during the morning drop off time. Failure to comply will result in an automatic suspension. Cycle Two students have the privilege of leaving school property, but are expected to respect the privacy and property of the Beaconsfield residents who live nearby and the merchants whose establishments they frequent.

## **RESPECT FOR OTHERS:**

### **Attitude:**

- Students must show respect for all members of the school community. They are expected to be cooperative and polite at all times.
- Disruptive behaviour that impedes the learning of others will not be tolerated.
- Offensive language will not be tolerated.
- Physical aggression will not be tolerated, e.g. fighting, play fighting, birthday "beats" etc.
- A student who refuses to identify themselves to an adult or who refuses to accompany a staff member to the office when asked to do so is exhibiting insubordination and may be suspended.

- In accordance with the Safe School Policy students shall not harass other members of the BHS community. Harassment includes bullying, racial/ethno-cultural harassment or discrimination, cyber-bullying, physical or verbal abuse, slander and sexual harassment or discrimination.
- Videotaping acts of harassment, bullying or violence for the purposes of distribution on social media or entertainment is strictly forbidden.
- Please note: Bystanders in any conflict situations may be subject to sanctions by the administration
- The video or audio recording of any person without their knowledge is strictly forbidden.
- Students are expected to respect the rules of conduct for special areas of the school, e.g. labs, library, gym etc.

### **Classroom:**

- Students must be in possession of a hall pass if they are out of class during class time.
- Students must be prepared for class with all the necessary materials.
- Students are required to have their agenda with them in all classes. If the agenda is lost it must be replaced. New copies are available for purchase at the main office.
- Schoolbags backpacks and purses are not allowed in the class room. They must be stored in the students' lockers.
- Damaging or stealing the property of others will not be tolerated and will result in both disciplinary and financial sanctions, e.g. restitution for the damages. Also, the police may be called and charges pressed.

### **Electronic Devices:**

- Students bring electronic devices to school at their own risk. Should they choose to do so, the school is not responsible for the loss or damage of such devices.
- Cell phones and other mobile electronic devices may be used in the school building before school, during lunch and after school. Cell phones and other electronic devices may not be used during class time except with permission of the teacher. They should never be visible in the hallways during class time.
- Recording applications on phones or on any other electronic devices may not be used to invade or threaten personal privacy or to disrupt the safe and secure culture for learning.
- Sound systems, speakers, radios, school bag speakers, etc. are not permitted in school. Earphones must be used when listening to music so as not to disturb others.

### **Technology:**

- The use of the school's computers and mobile electronic devices is a privilege not a right. Students are expected to conduct themselves responsibly.
- All students must abide by the rules in the "BHS Rules for the Appropriate Use of Technology" document. Students will not be allowed to use a school computer unless both they and their parents have signed the BHS Code of Conduct which includes the above mentioned document.

### **Cyber Misconduct:**

- Cyber-bullying is the use of technology to threaten, ridicule, and spread rumours or to defame character and will not be tolerated.
- The misuse of technology to invade or threaten personal privacy or to disrupt the school's culture of learning or social environment will not be tolerated.
- Serious cases of cyber misconduct may warrant suspensions and/or removal from the school community. Cyber threats will be reported to the police.

### **Illegal Substances, Weapons and Other Prohibited Items and Gambling:**

- Weapons (real or replica), alcohol, e-cigarettes or illegal drug possession or use or drug paraphernalia of any kind are not permitted on school property as governed by the School Board's Safe School Policy
  - In the case of a student entering class who shows signs of having used alcohol or a controlled substance and/or whose behaviour is disruptive to other students' right to learn their parents will be informed and asked to collect the student immediately.
  - In the case of students caught dealing/supplying controlled substances, the police will be involved
  - In the case of students caught dealing/supplying controlled substances transfer from the school will be sought.
  - In the case of a student bringing a weapon(s) (real or replica) to school the police will be involved and the sanctions of the Safe School Policy will be enforced.
- Gambling of any kind is not allowed on school property.
- E-cigarettes/vapes are not allowed on school property.
- Laser pointers, lighters, water guns, fire crackers, caps, stink bombs, spray paint, and any other hazardous items or materials are not allowed on school property.

### **Transportation:**

#### **Student Drivers:**

- Student drivers who are legally licensed and wish to bring a car or any other motorized vehicle to school must first obtain permission from administration and must also complete a "Motorized Vehicle Registration Form" which will be available in the main office.

- All student drivers are obliged to park in the first 10 parking spaces closest to Beaurepaire Drive. The administration reserves the right to revoke this privilege if circumstances warrant it.
- All drivers are expected to follow the Quebec Highway Code while on school property.

### **School Buses:**

- Students must behave in a respectful and responsible manner while on the school bus. This means sitting in their seats, refraining from eating or drinking, talking in a quiet manner, being polite to the driver and being on time at their bus stop.
- Monetary restitution for any vandalism on buses will be expected to be paid by the offending student or their parent.
- Skateboards and hockey sticks are not allowed on the school bus.
- Skates are allowed on the bus but must have guards and be in a schoolbag.
- Students may not take any school bus but their own.
- Guests are not allowed on the school bus at any time.
- Disrespectful or non-compliant behavior during school transportation or towards volunteers during carpooling on school trips may result in disciplinary sanctions or the loss of privileges based on the nature of the act.

### **Drop Off Zone:**

- Parents who are dropping off their children at school are asked to use the designated drop off zone to the north of the front door. Four to six cars at a time are allowed to drop off. If there are more than four to six cars please wait until the drop off zone is vacated. Please note the crosswalk must be kept clear of cars at all times.
- At the end of the day buses have the priority when leaving the parking lot. All cars must stop and wait while the buses are leaving at 3:45 PM.

### **Bikes, Skateboards, etc.:**

- Skateboards, roller blades, bikes and shoes with wheelies are not to be used on school property.
- Students riding their bicycles to school must walk their bike on school property and chain their bikes in the bike racks at the front of the school near the front doors.
- The school is not responsible for lost or stolen bikes.

## **RESPECT FOR THE SCHOOL ENVIRONMENT:**

### **General Cleanliness:**

- Students are responsible for maintaining the cleanliness of the school environment both indoors and outdoors.
- Littering will not be tolerated.
- Students are expected to clean up after themselves in the cafeteria and hallways, i.e. put all their garbage in the garbage cans.



- Vandalism, graffiti and the destruction or careless use of school property is prohibited. Students and their parents will be expected to pay restitution for any damage/breakage/vandalism the student may cause.
- Tampering with the fire alarm system or any other safety equipment will not be tolerated and may be cause for suspension and police involvement.

#### **Hallways:**

- Students are expected to walk in an orderly manner and keep to the right in the hallways.
- Pushing, shoving, running, shouting, swearing, or any other rowdy behaviour will not be tolerated in the hallways.
- Students are expected to keep hallways clean i.e. put paper in the supplied garbage cans or recycling bins.
- Excessive displays of affection are prohibited.

#### **Lockers:**

- Lockers are on loan to students and must not be damaged or defaced in any way.
- Students should not share their combination with anyone.
- Students are not allowed to have more than one locker.
- Students must have a separate lock for their gym locker and must not leave valuables unattended in an open gym locker during gym class.
- The school is not responsible for any lost or stolen items from lockers.
- Tampering with or destroying the locks of others is prohibited.
- The police will be called for anyone caught breaking into lockers.
- The administration has the authority to open and search contents of lockers if circumstances warrant such a procedure.
- Students who vandalize their locker or any other locker will be asked to pay for all costs related to repairing the vandalism.

#### **Front Lobby:**

- The entrance to the school is a place where we create the first impression of BHS. Students are asked, as much as possible, not to congregate in front of the doors to the school or inside the front lobby (including the area beside the doors to the B100 corridor) so that students, faculty, staff, parents and visitors to the school can make their way into the building with ease.

#### **School Visitors:**

- BHS students are not allowed to visit other schools during the school day, including during lunch time.
- Students from other schools or anyone else from outside BHS are not allowed in the BHS building or anywhere on school property during the school day.

- If a BHS student has a guest from out of town who they would like to attend school with them for a day they must present a letter of request from their parents to the main office and then complete a Guest Approval Form before bringing the guest to school. Approval of guests is at the discretion of an administrator.

#### **Detentions:**

- Lunch time detentions assigned by administrators are 30 minutes in length.
- Eating, talking and listening to music are prohibited during a detention.
- Students are expected to be punctual.
- If a detention is missed it is doubled. If the student doesn't attend the doubled detentions he/she may be suspended or be sent to the planning room.
- After school and before school detentions may also be assigned at the discretion of the administrator.

#### **ACADEMIC POLICIES:**

##### **Homework:**

- Homework must be completed and handed in at the assigned times.
- Homework should be recorded daily in the school agenda.
- Plagiarism is forbidden. Plagiarism is defined as using someone else's work (i.e. text, images, ideas...) as one's own without proper acknowledgement. (i.e. quotation marks, citation, footnotes, bibliography, etc...)
- Any work considered to be plagiarized will be confiscated and may result in a zero. The student's marks will be penalized at the discretion of the teacher and/or administrator.
- If a student does not have homework, they are expected to use the time to review work done in class.

##### **Classroom Tests and Evaluation Situations:**

- Students and parents should do everything possible to guarantee attendance for tests and other types of evaluations.
- Students are required to present a note from a parent when missing a class test or assignment.
- Consideration for a missed test will only be given for a valid reason.
- A grade of zero may be given for missing a test/assignment for a non-valid reason.
- Talking, eyes wandering or communicating of any kind during a test can be perceived as cheating.
- Notes and papers other than those required for the test can be considered cheating.
- Cell phones and any other electronic devices are not to be visible or used in test taking situations.

### **Examination and Evaluation Situation Periods:**

- In all instances, students and parents should consider that the end of terms and the end of semesters are critical times for evaluation.
- The introduction of extended examinations and learning evaluation situations at all grade levels makes consistent student attendance critical during the evaluation period.
- Absences during the evaluation periods can only be excused for the following reasons:
  - Serious illness or accident confirmed by a medical report or certificate.
  - Death of a close relative.
  - A court summons.
  - Participation in a sporting or cultural event of national or international stature. This definition does not extend to include cross-border competitions or tournaments.
  - Personal or immediate family crisis confirmed through meeting with school administration.
- Accommodation will be made only for students with a valid absence during evaluation situations and examination periods. Students with unjustified or invalid absences during those periods will be marked accordingly by classroom teachers.
- Students must be in school every day and especially during the months of January and May for the evaluation situation periods and during the month of Jan/Feb and June for the formal examination periods. Student success will depend on consistent attendance during these time periods.

### **Textbooks and Library Books:**

- All textbooks and library books are the property of Beaconsfield High School and the Lester B. Pearson School Board. They are loaned to students for the duration of their course.
- Textbooks and library books that are lost or damaged beyond normal wear and tear will have to be replaced at the expense of the student.

### **ATTENDANCE POLICY:**

- School attendance is required by law and should be taken seriously by both students and parents. It is one of the major factors contributing to student success at school.

### **Absences:**

- If a student cannot attend school the parent/guardian must call the school on that day to confirm the absence.
- If the student arrives after homeroom period they must present their parent's note to the main office for an Admit to Class slip.
- There will be consequences for unauthorized absences.

- Students who are absent have the responsibility to catch up on information and work missed.
- Chronic absences affect academic performance and a meeting with parents will be requested to resolve the problem.
- Please note that teachers are not required to provide work for students who are absent, especially for extended holidays.
- If parents plan to take their child out of school for an extended time, they must report the planned absence to the office at least a week before and make arrangements with each teacher for work, assignments and tests missed.

### **Signing In and Out:**

- Students may only sign out from school during the day with the written permission of their parents.
- When a student has a note to leave early they must present it at the Main office or Cycle 1 Office and sign out.
- If students return to school during the day they must present themselves at the Main office or Cycle 1 Office and sign in.

### **Lateness:**

- Late arrival at the beginning of the day or for any class is disruptive and will not be tolerated.
- A note or phone call from the student's parent/guardian is required if a student is late.
- Students who are late without a note or phone call will receive consequences.
- Chronic lateness will not be tolerated. Sanctions will be applied and meetings requested to resolve the problem.

### **Skipping Class:**

- Skipping classes is prohibited. Sanctions will be assigned and parents may be notified.
- Students will be expected to make up the time in detention.
- Three detentions are given for one period skipped.
- Students who skip persistently may be suspended and/or be sent to the BHS planning room. Parents will be contacted and a meeting arranged.

### **EXAM PROTOCOL:**

- The only valid/acceptable reasons for missing a major exam are a serious illness, validated by a doctor's note, or a death in the family.
- Cell phones or any other electronic devices are not allowed in the exam room. Failure to comply with this protocol may result in the confiscation of the equipment and a mark of zero may be given for the exam.
- Backpacks, bags and jackets are not permitted at the students' desks in the exam room.
- Students are required to bring their own pens, pencils, rulers, etc.

- Students may not share or borrow materials from another student.
- Students should arrive at the exam room a minimum of 5 minutes before the start of the exam.
- Students arriving more than 30 minutes late to an exam may not be allowed to write the exam.
- Although some exams require the use of a calculator, please note that some exams prohibit the use of graphing calculators. Please make certain that you verify the materials you are permitted to bring with your teacher.
- Calculators on electronic devices may never be used during an exam.
- Students are not to leave their seats during the examination.
- A student may be dismissed from the exam room and have their test annulled for the following reasons:
  - using materials not prescribed by the examination
  - knowingly helping another student or is being helped by another student
  - attempting to communicate with another student
  - exposing written papers or answer sheets to the view of another student

**Failure to comply with this protocol may result in the annulment of the exam.**

#### **EXTRA-CURRICULAR ACTIVITIES (ECA):**

- Participation in any ECA is a privilege, not a right, and is based on academic effort and good behavior.
- All work missed when a student is absent from class for any ECA will be made up by the student.
- All assignments are due on the expected date regardless of absences because of any ECA.

#### **FIELD TRIPS:**

Participation in field trips, either a day trip or an overnight trip, is based on the following criteria:

- **School Fees:** All school fees must be paid or a payment plan devised before a student participates in any overnight school field trip.
- **Attendance:** Too many absences or work not being up to date may result in the student not being allowed to go on the field trip.
- **Overall Academic Standing:** Students' grades must be in good standing.
- **Behaviour and Attitude:** Students must exhibit positive and cooperative attitudes. Having a suspension from school during the school year may restrict or prohibit participation.
- **Health:** Students must be deemed fit, by administration, both physically and mentally to take part on the trip. A doctor's note may be required in cases where health has been an issue during the school year.

### **RULES FOR ATTENDING SCHOOL DANCES:**

- No smoking anywhere, any time at school dances.
- Students suspected of arriving under the influence of drugs or alcohol will be prohibited from entering the dance. Parents will be contacted and regular school discipline invoked.
- Once inside the dance students are not permitted outside, unless they are leaving for the night.
- Doors close at 9:30 PM. Students enter by the A Gym doors at the back of the school.
- One guest per BHS student is allowed to be signed in for the dance. The BHS student is responsible for their guest. The guest's full name and school must be on the guest list and approved by an administrator at least a day before the dance.
- All BHS students and their guests must have their student ID with them to enter the dance and all guests must arrive with their BHS host.
- Food and soft drinks are not allowed in the gym.
- Cooperation is required at all times with organizers and staff.

### **GRAD BALL:**

- The grad ball is an alcohol and drug free event. It is a privilege to attend not a right.
- Any student who has been asked to leave BHS is not permitted to attend any grad activities or school functions.
- Students must exhibit a positive and cooperative attitude in order to be allowed to attend the grad ball and/or convocation.
- Guests of graduates, from outside the graduating class, who want to attend the grad ball are only allowed to attend at the discretion of the administration.

### **RULES FOR THE APPROPRIATE USE OF TECHNOLOGY:**

- At Beaconsfield High School, we believe it is important for students to learn responsible use of technology which includes both the use of hardware and software for the purpose of enhancing their learning environment.
- The use of the school's technology which includes computers, mobile electronic devices and software is a privilege and not a right. Students are expected to conduct themselves responsibly at all times while using hardware, software, and while being on-line and/or using any social media platforms.
- Below are the school's guidelines for appropriate use of technology which includes desktop computers, laptops, all mobile electronic devices, the Internet, all software and all social media platforms:
  - Use of the Internet, social media, mobile electronic devices and computer hardware and software is to be done in a responsible and appropriate manner at all times to ensure a positive learning climate.

- The use of computer hardware and software, mobile electronic devices and the Internet in class will be for curriculum-based goals only.
- Students should be advocates for their own cyber safety and be active partners in promoting a positive school climate.

**Cyber Misconduct is considered to be any misuse of technology which includes:**

- Cyber bullying, that is, using technology to threaten, intimidate, ridicule, spread rumours or defame character
- Using technology to disrupt the school's culture of learning
- Cheating on tests, exams or homework assignments by using electronic devices or the Internet
- Recording the actions or words of an individual or group without their permission
- Posting images or text on-line of individuals or groups without their permission
- Downloading of files, programs or images without permission of the teacher while in class
- Downloading or creating texts, emails and/or images of a sexual nature
- Changing or modifying the school's hardware or software settings in any way
- Deliberately damaging the school's data, hardware or software

We have reviewed the rules regarding the appropriate use of technology, that is, computers, laptops, mobile electronic devices, the Internet, and all social platforms and we agree to abide by them.

We understand that any violation of these rules will result in suspension of computer privileges and may also result in the following:

- Suspensions and/or removal from the school community for serious cases of cyber misconduct
- Reporting of cyber threats to local law enforcement
- Restitution, i.e. the cost of repairs or replacement, by the students and/or their parents, for deliberate damage to the school's data, hardware and/or software

**BHS Plagiarism Policy:**

*Most students are academically honest and work hard to develop their research and writing skills in order to present their own ideas in writing, film and podcast submissions. Plagiarism is a serious academic offence that carries a heavy penalty as students move through their academic careers.*

**What is plagiarism?**

- Plagiarism is using others' work or ideas and representing them as your own. (Dictionary.com)

- Essentially, plagiarism is stealing or cheating because you are using others' work as your own.

### **How to avoid plagiarism**

Make sure you acknowledge the source of all information, ideas, images, and works you use in your school assignments. The MLA style (Modern Language Association) of referencing source material includes:

- Parenthetical references
- Works cited
- Bibliography

### **When do I use citations and parenthetical references?**

- When you use the exact words of the author.
- When you paraphrase the ideas of the author (even if you have made many changes to the original text).
- When you use statistical information.
- When you use another person's images, film clips or music.
- Research papers may contain numerous parenthetical references (source in brackets).

### **Remember**

- Submitting another person's work as your own is plagiarism.
- Changing a few words from another source is plagiarism and not your own work.
- Paraphrasing by changing many words but presenting the ideas as your own is plagiarism.
- Cutting and pasting from internet sources and essays or another student's work is plagiarism.
- Cite your sources and avoid plagiarism.

### **Consequences**

Parents will be informed of school assignments with any form of plagiarism. Students' marks will be penalized at the discretion of the teacher and/or administration.

### **Resources**

Learn how to use MLA referencing and see examples of how to avoid plagiarism at:

[www.library.ualberta.ca/guides/plagiarism](http://www.library.ualberta.ca/guides/plagiarism)

<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>

### **BHS CODE OF CONDUCT CONCLUSION:**

- A code of conduct is required to foster an atmosphere of cooperation, good citizenship, responsibility, respect and academic excellence, that is, a safe learning environment.



- The Beaconsfield High School Code of Conduct listed above seeks to ensure that all members of the school community are provided with a satisfying, safe and positive educational experience.

## INFORMATION

### STUDENT OMBUDSMAN:

- In accordance with the Education Act, the Lester B. Pearson School Board has appointed a student ombudsman. Please refer to the school board's website at [www.lbpsb.qc.ca](http://www.lbpsb.qc.ca) for more comprehensive information.

### CAFETERIA INFORMATION:

- For a copy of the high school menu, fixed price list and other information please visit the LBPSB Food Service and Nutrition Website: <http://foodservice.lbpsb.qc.ca>
- The current year's price list and all food served in the cafeteria comply with the LBPSB Food and Nutrition Policy adopted by the Council of Commissioners.

## OUR PERSONAL COMMITMENT

We have read and understood the Beaconsfield High School Code of Conduct. In order to promote an atmosphere of safety and respect at BHS we understand the importance of following and supporting the rules and regulations laid out in this document.

\_\_\_\_\_

Student's Name

\_\_\_\_\_

Parent's Name

\_\_\_\_\_

Student's Signature

\_\_\_\_\_

Parent's/Guardian's Signature

\_\_\_\_\_

Date

