

# Beaconsfield High School

## Code of Respect

### 2024-2025

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All members of the BHS student body and faculty must adhere to the **Beaconsfield High School Code of Respect**.

BHS is an inclusive school. We are committed to affirming and promoting the dignity, equality, equity and fundamental worth of all human beings regardless of age, capabilities, ethnic origin, gender, language, race, religion, or sexual orientation.

Discrimination will not be tolerated and each incident will be addressed and sanctions may be imposed.

**Discrimination** means any form of unequal treatment based on imposing extra burdens or denying benefits to any marginalized community (as listed above.) It may be intentional or unintentional. It may involve direct actions that are discriminatory, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people.

**Living Document: The BHS Code of Respect** is subject to change. Updates will appear on the website.

#### **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
- 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 complies with the directives
- 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 books and supplies
- values health and does not use drugs and/or alcohol or cigarettes, vapes
- uses technology in a positive and productive manner
- accepts responsibility for mistakes and works with staff towards restorative practices

## **RIGHTS & RESPONSIBILITIES**

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

### **Student Rights and Responsibilities**

#### **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 property
- feel secure to report inappropriate or threatening incidents

#### **Students will:**

- know and comply with to the school rules and regulations
- be courteous, punctual and co-operative
- Respect the school and others' property
- not disrupt the educational progress of others
- respect the rights of others
- be responsible for missed work

### **Teacher Rights and Responsibilities**

#### **Teachers are entitled to:**

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

#### **Teachers will:**

- ensure the rights and appropriate behaviour of students are upheld
- enforce the Code of Respect
- contact parents/guardians administration in the performance of their duties
- plan and conduct appropriate programs of study
- establish clear, consistent and fair classroom guidelines for students
- communicate clear expectations in terms of evaluation
- evaluate in a transparent and fair manner

### **Parent/Guardian Rights and Responsibilities**

#### **Parents/Guardians are entitled to:**

- know the objectives and method of evaluation of the curriculum
- receive regular communications from the school

#### **Parents/Guardians will:**

- take an active interest in the child's progress in school and discuss it with him or her
- ensure the punctuality and daily attendance of their child

- 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

- collaborate with the school in developing their child's positive attitudes towards learning and responsible conduct
- interact with school personnel in a respectful and courteous manner

## **GOALS OF THE BHS CODE OF RESPECT**

- 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

The Code of Respect is required to foster an atmosphere of cooperation, good citizenship, responsibility, respect and academic excellence, that is, a safe learning environment.

Each student has the obligation to respect the rules outlined in the Code of Respect. 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 the Code of Respect will be handled by the classroom teacher or person in authority who will use measures of support and encouragement such as:

- Verbal reminders of the appropriate way to behave
- Peer support to model appropriate behaviour
- Removal of privileges
- Conference with the student
- Administrative detentions at lunch, before or after school (Administratively appointed)
- Teacher contact with the student's parent/guardian by phone
- 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:

- Conference with the student
- Phone call to the parents/guardians
- Letter to the parents/guardians
- Conference with the parents/guardians

- Administratively-appointed detentions at lunch, before or after school
- Time in the BHS planning room
- Time in another LBPSB school's planning room
- Time in the LBPSB central planning room
- Pedagogical day or Saturday detentions
- Community service as restitution
- Out of school suspension
- Re-location to another LBPSB school
- Expulsion

During an out of school suspension the student is denied access to the school, school grounds. 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 must return to school accompanied by a parent/guardian for an in-take meeting.** If a student is unaccompanied by a parent/guardian when s/he returns after a suspension, s/he will remain in the planning room 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.

Depending on the severity of the offense and its circumstances, other sanctions may be imposed.

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.

The BHS Code of Respect must be followed in all areas of the school as well as school buses, carpooling and public transportation to and from the school.

## **RULES OF RESPECT**

### **Academic Success/Insubordination**

The expectation for all BHS students is to experience success every school day. It is important that all students participate in their classes to the best of their ability. Students who choose not to attempt assigned course work and consistently fail to submit assignments are exercising academic insubordination.

Students are expected to complete assignments and homework on time, have their materials in class, participate respectfully in class and show respect for the teachers, their peers and the

learning climate. Students who do not meet these expectations have a negative effect on the academic success of the class and could face the following consequences:

- Teacher consultation with parent/guardian
- Meeting with parent/guardian, teacher
- Meeting with administration
- Meeting with parent/guardian, teacher and administration
- Student contract
- Retention of grade
- Transfer to another program outside of the school

## **CELL PHONE POLICY**

### **POLICY**

Cell phones must stay at home or in a student's locker during the academic hours of a school day. This includes any period of time between 9:05 and 3:35, aside from recess and lunch. Teachers may permit cell phones to be used during class in *exceptional* cases, but these must be submitted by Google Form to BHS Staff Council in advance.

### **CONSEQUENCES**

Should a student have and/or use their cell phone during prohibited times, the following consequences will take affect:

- 1st offence:
  - Student is given a verbal warning and cell phone must be handed over to the teacher for the remainder of the class.
  - At the end of class, the teacher will return the phone to the student, and the student must bring the cell phone to their locker.
  - Parents will be notified of the verbal warning by email or phone call.
- 2nd offence:
  - Student's phone will be checked in at the main office for a period of one full school day. They will check in the phone at 9:00 and it may be checked out at 3:35. If infraction occurs after the student's lunch hour, the phone must be checked in for the full day the following day.
  - Parents will be notified by email or phone call.
- 3rd offence:
  - Student's phone will be checked in at the main office for a period of five full school days. They will check in the phone at 9:00 and it may be checked out at 3:35.
  - Parents will be notified by email or phone call.
- 4th offence:
  - Meeting with parents and Administration required.

### **LOGISTICS**

Each teacher will have easy access (in BHS Important Docs folder) to a simple Google form to complete. Administration/Office Staff will receive an email notification upon every form completion. Administration/Office Staff will follow up on each offence, including taking possession of the cell phone at 2nd and 3rd offences.

### **STAFF PROTOCOL**

It is expected that staff will not be checking their cell phones during their academic teaching times as well.

*\*The above policy is subject to change*

## **RESPECT FOR SELF**

### **Attendance:**

Students must:

- Attend all their classes
- Be on time for school and class

### **Extra-curricular Activities (ECA):**

- Participation in any ECA is a privilege, not a right, and is based on academic effort, good behavior and attendance.
- 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 an ECA.

### **Smoking**

Smoking on school property is prohibited at all times. Bill 112 of the Quebec Tobacco Act prohibits smoking on school grounds. Cigarette facsimiles, i.e. electronic cigarettes, vapes are also not allowed to be used on school property.

### **Lunch Hour**

Upon arrival at school, cycle one students must stay on school property. Failure to comply will result in an automatic suspension. Cycle two students may leave school property, but must respect the privacy and property of the Beaconsfield residents and merchants.

## **DRESS CODE**

BHS is an academic setting. Here are the BHS Wear expectations:

### **TOPS**

- Students must dress in BHS Wear clothing.
- The BHS Logo must be always visible.
- BHS Wear must not be altered.

### **BOTTOMS**

- Sweatpants, jeans, skirts, leggings and shorts (Phys. Ed. Shorts lengths) can be worn.
- No inappropriate slogans, symbols on any bottoms.
- Clothing must cover undergarments.

### **HEADGEAR**

- Hats, hoods, bandanas, visors, etc., except for religious purposes, are not permitted.

### **ADDITIONAL INFORMATION:**

- Coats, jackets, and backpacks are not allowed in class or while in line in the cafeteria.
- BHS physical education (PE) t-shirt and BHS PE shorts are compulsory for all PE and Dance students, at all grade levels for hygienic reasons. BHS PE t-shirts and shorts may be purchased from the PE department during the first days of school.
- Fridays: BHS Spirit Wear (Athletic, Drama, Music, Show Choir etc.) or the regular BHS Wear can be worn every Friday.

## **RESPECT FOR OTHERS**

### **Attitude:**

#### **Students must:**

- Show respect for all members of the school community.
- Be cooperative and polite at all times.
- Identify themselves to an adult when asked to do so.
- Be upstanders and try to safely diffuse conflict.
- Take action when they see a wrong-doing and seek help.
- Behave respectfully and in a way that does not impede the learning of others.

#### **Students must not:**

- Use offensive language.
- Use physical aggression, including playful physical contact
- Harass other members of the BHS community. Harassment includes bullying, racial/ethnocultural harassment or discrimination, cyber-bullying, physical or verbal abuse (including comments & jokes), slander and sexual harassment or discrimination.
- Record acts of harassment, bullying or violence for the purposes of distribution on social media or entertainment.
- Record or livestream with video or audio devices any person without their knowledge.

**Classroom:**

Students must:

- Be in possession of a hall pass if they are out of class during class time.
- Be prepared for class with all the necessary materials.
- Ensure cell phones are turned off and stored in your locker.
- Have their student agenda with them in all classes. New copies are available for purchase at the main office.
- Leave school bags, backpacks and purses in their lockers as they are not allowed in the classroom.
- Respect the property of others. Damaging or stealing the property of others will not be tolerated.

**Digital Citizenship**

- 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 being online and/or using any social media platforms.
- Please refer to the BHS Acceptable Use Policy.

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

- Cyber bullying, that is, using technology to threaten, intimidate, ridicule, spread rumours, impersonate others and/or defame character of others
- 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, including live stream video
- Posting images or text on-line of individuals or groups without their permission, including live stream video
- Downloading of files, programs or images without permission of the teacher while in class
- Downloading or creating texts, emails and/or images of a violent and/or sexual nature
- Changing or modifying the school's hardware or software settings in any way
- Deliberately damaging the school's data, hardware, software

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/guardian, for deliberate damage to the school's data, hardware and/or software

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

- Alcohol, e-cigarettes, vapes, illegal drugs or drug paraphernalia of any kind are not permitted on school property or on school sanctioned trips or activities.
- If a student shows signs of having used alcohol or a controlled or illegal substance, parents will be informed and consequences may follow.
- If a student is in possession of or dealing or supplying illegal substances they will be suspended. Parents will be notified and police will be involved.
- Weapons (real or replica) of any kind are not permitted on school property or on school sanctioned trips or activities.
- Unless for academic purposes, if a student is in possession of a weapon(s) (real or replica) at school, the police will be involved and the sanctions of the Safe School Policy will be enforced. Parents/guardians will be informed and the student will be suspended.
- Laser pointers, lighters, water guns, firecrackers, caps, stink bombs, spray paint, and any other hazardous items or materials are not allowed on school property or on school sanctioned trips or activities.
- Gambling of any kind is not allowed on school property or on school sanctioned trips or activities.

## **RESPECT FOR THE SCHOOL ENVIRONMENT**

### **General Cleanliness:**

Students must:

- Maintain the cleanliness of the school both indoors and outdoors.
- Clean up after themselves in the cafeteria and hallways, i.e. put material into the appropriate bins: recycling, composting and/or garbage

Students must not:

- Destroy or damage school property.
- Tamper with the fire alarm system or any other safety equipment.

### **Hallways:**

Students must:

- Walk in an orderly manner and keep to the right in the hallways.
- Show respect to others.

Students must not:

- Push, shove, run, shout, swear, play fight, fight or engage in any other rowdy behaviour.
- Use offensive or inappropriate language
- Engage in excessive displays of affection.

## **ADDITIONAL INFORMATION**

**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/Academic Effort:** Too many absences or work not being up to date may result in the student not being allowed to go on the field trip.
- **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.
- **Security:** For safety and security reasons, and in order to ensure compliance with the rules of conduct during the trip, please be advised that bags and luggage of participants, as well as the hotel rooms, when applicable, can be searched and examined at any moment by the school representatives.
- **Contract:** Students must respect the BHS School Trip Participant's Contract. Any student who contravenes the contract will face severe consequences including loss of privileges. In Secondary 5, the loss of privileges may include the Semi-formal and Grad Ball.

**School Dances:**

- Smoking/Vaping is not, at any time or place, permitted at school dances.
- Students suspected of arriving under the influence of drugs or alcohol will be prohibited from entering the dance. Parents/guardians will be contacted and regular school discipline invoked.
- Once inside the dance students are not permitted outside, unless they are leaving for the night.
- Students enter by the A Gym doors at the back of the school. Doors close at 9:30 PM.
- 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.
- Guests must arrive and depart 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 & Semi-formal:**

- Smoking/Vaping is not permitted at these events.
- 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 semi-formal.
- 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.

**Attendance Policy:**

- School attendance is required by law and should be taken seriously by both students and parents/guardians. Regular attendance 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.
  - Upon return to school, the student must present their parent's/guardian's note to the main office or cycle one office if a phone call has not already been made.
  - Students will be expected to make up for work missed due to absences.
  - Chronic absences affect academic performance and a meeting with parents/guardians may be requested to resolve the problem.
  - Students may be prohibited from participating in any school activity on a day that they are absent.
  - Teachers are not required to provide work for students who are absent, especially for extended holidays.
  - If parents/guardians 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.
- Early Dismissals:
  - Students may only sign out from school during the day with the written permission of their parents/guardians.
  - 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.
- Late Arrival:
  - If the student arrives after the homeroom period, s/he must present his/her parent's/guardian's note to the main office or cycle one office.
  - 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/guardians may be notified.
- Students will be expected to make up the time in detention.
- Two lunch-hour detentions are given for one period skipped.
- Students who skip persistently may be suspended and/or be sent to the BHS planning room, be asked to come in after school hours. Parents/guardians will be contacted and a meeting arranged.

**School Visitors:**

- All visitors, including parents and alumni, must report to the main office to get permission to visit, sign in and receive a Visitor's Badge.
- 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.

**Lockers:**

- Lockers are on loan to students and remain the property of the school, they must not be damaged or defaced in any way.
- Students must use lock purchased through the school
- 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 P.E. locker and must not leave valuables unattended in an open P.E. locker during P.E. class.
- The school is not responsible for any lost or stolen items from lockers.
- Tampering with or destroying the locks of others is prohibited.
- Breaking into lockers is prohibited.
- The school administration may at any time search a locker to verify the contents.

## **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 is 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 must 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. It is mandatory that students:

- Remain in their seats at all times
- Interact with their peers appropriately
- Behave in a way that does not endanger themselves or others
- Treat the bus driver with respect
- Respect school bus property and keep it clean
- Guests are not allowed on the bus.

**Drop Off/Pick Up Zone:**

- Parents/guardians 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 priority when leaving the parking lot. All cars must stop and wait while the buses are leaving at 3:45 PM. Cars may not park in the Gordon Robertson Parking lot on Beurepaire Drive, nor can they park on Wildtree.

**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
- The school is not responsible for lost or stolen bikes.

**ACADEMIC POLICIES**

**Detentions:**

- Lunchtime 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 face other consequences.
- After school and before school detentions as well as Saturday and Ped day detentions may also be assigned at the discretion of the administrator.

**Homework:**

- Homework should be recorded in the school agenda.
- Homework must be completed and handed in on time.
- Plagiarism is forbidden. All work submitted for evaluation must be the student's own work (not previously submitted) and it must be properly referenced (see BHS Plagiarism Policy).
- If a student does not have homework, s/he is expected to review class work.

### **Classroom Expectations and Evaluation Situations:**

- Students and parents/guardians should do everything possible to guarantee class attendance and attendance for evaluations.
- Students are required to present a note from a parent/guardian when missing a class, assignment or evaluation.
- Consideration for a missed assignment or evaluation will only be given for a valid reason.
- If no valid reason is presented to the teacher and/or administrator, a grade of zero may be assessed for missing an assignment or evaluation.
- Attempting to communicate with another student, using materials not prescribed by the examination, exposing written papers or answer sheets to the view of another student, and/or knowingly helping another student or being helped by another student during an evaluation is considered cheating.
- Cell phones are not permitted in class. Please see "Cell Phone Policy"

## **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 occurs when no credit, wholly or partially, is given. For example, plagiarism can be defined as using the work or ideas of others and representing them as your own (Dictionary.com) or re-purposing and submitting your own work multiple times (Merriam-Webster (2011)). Essentially, plagiarism is stealing or cheating.

### **How to avoid plagiarism**

- Make sure you acknowledge the source of all information, ideas, images, and works you use in your school assignments. There are several styles of referencing (MLA, APA, CSE, etc.). The style depends upon the subject matter. Ask for direction from your teacher as to what referencing style is preferred. The MLA (Modern Language Association) style is frequently used in high school.

### **Remember**

- Submitting another person's work as your own is plagiarism.
- Changing a few words from another source is plagiarism.
- Paraphrasing by changing many words, but presenting the ideas as your own is plagiarism.
- Cutting and pasting from internet sources and essays is plagiarism.
- Repurposing your own work is plagiarism.
- Cite your sources and avoid plagiarism.

**IMPORTANT:** Although numerous tasks demand students to conduct research, it is essential that all sources are appropriately referenced following the citation guidelines provided by their instructors.

The utilization of generative AI is strictly forbidden. In the event that a student is found to have engaged in academic dishonesty, the submitted assignment will not be taken into consideration for assessment, and a discussion between the teacher and student will be arranged. Additionally, the administration will be informed.

### Consequences

Parents/guardians 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. Plagiarism could result in a mark of zero for the work.

**Resources** Learn how to use referencing styles and see examples of how to avoid plagiarism at:

- <http://www.aresearchguide.com/>
- [www.library.ualberta.ca/guides/plagiarism](http://www.library.ualberta.ca/guides/plagiarism)
- <https://owl.english.purdue.edu/>

### EXAMINATION AND EVALUATION SITUATION PERIODS

- In all instances, students and parents/guardians should consider that the end of terms 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, medical procedure, 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. Documentation required 2 weeks in advance and approval must be granted by administration.
  - 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.

**Exam Protocol: (Information given to students during examination periods and posted as info on website)**

- Students who are absent from examinations must present a doctor's certificate, a subpoena, or a letter attesting to the student's participation in national competitions.
- 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.
- 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.
- Backpacks, bags, pencil cases 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.
- 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 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.**

### **DIGITAL CITIZENSHIP**

- 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" policy.

- 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.

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, at recess, during lunch and after school.
- 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.
- Cell phones are not permitted in bathrooms or locker rooms.

The use of electronic devices, including listening to music, taking pictures or video, during emergency situations, including fire drills and lockdowns is prohibited.

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.

#### **Textbooks and Library Books: (Information /Library Section Website)**

- 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.

### **OTHER**

#### **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 Foodservices served in the cafeteria comply with the LBPSB Food and Nutrition Policy adopted b and Nutrition Website: <http://nutrition.lbpsb.qc.ca/>

