

LESTER B. PEARSON HIGH SCHOOL

STUDENT AGENDA BOOK

2020-21



**11575 P. M. Favier
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www.lbphs.ca

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IMPORTANT DATES

School year	August 25, 2020 to June 29, 2021
First day of class	August 31st, 2020
Last day of class	June 23, 2021
Meet the Teacher/Curriculum Night Annual General Meeting	September 10, 2020
Open House	September 24, 2020
Placement Tests (for perspective Secondary I students for 2021-22)	October 3, 2020
Parent Teacher Conferences Term 1	November 26, 2020
Parent Teacher Conferences Term 2	February 25, 2021
Spring Break	March 1 - March 5, 2021

STAFF DIRECTORY

PRINCIPAL	Mr. S. Rebelo
VICE PRINCIPALS	Ms. Lisa Triestino (Levels 1 & 2) Ms. Patrizia Tummillo (Levels 3 & 4) Ms. A. Caruso (Level 5)
SPORT ÉTUDES COORDINATOR	Mr. C. Gagné
SPIRITUAL ANIMATOR	Mr. J. Monachino
GUIDANCE COUNSELLORS	Ms. H. Johnson (Levels 1, 2 & Resource Program) Mr. M. Plescia (Levels 3, 4 & 5)
STUDENT SUPERVISORS	Ms. Rachela Farella
SCHOOL SECRETARY	Ms. D. Cutrone
SECRETARIES	Ms. L. M. Young (Level 1 & 2) Ms. D. Culliford (Level 3 & 4) Ms. A. Chiulli (Level 5)

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 78 minutes with the exception of Wednesday's when the periods will last 63 minutes to allow for a later start on those days.

Mondays, Tuesdays, Thursdays & Fridays

Period 1	08:15 to 09:33
Recess	09:38 to 09:48
Period 2	09:53 to 11:11
Period 3	11:15 to 12:33
Lunch	12:33 to 13:23
Period 4	13:27 to 14:45

Wednesdays

Period 1	09:20 to 10:23
Recess	10:27 to 10:37
Period 2	10:42 to 11:45
Period 3	11:50 to 12:53
Lunch	12:53 to 13:41
Period 4	13:46 to 14:49

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 Activity Fee. In the case of loss, students will have to pay the cost of replacement.

The Agenda Book outlines the expectations we have for our students and the services the school offers them. We expect that the use of the Agenda will become an integral part of the student's school routine.

CHANGE OF HOME ADDRESS, PHONE NUMBERS & EMAIL ADDRESS:

In order to ensure that we can communicate with parents/guardians, it is essential that changes of address, home phone number, work number and email address should be reported immediately.

HEALTH INFORMATION

It is the parent's responsibility to update the school of past and current health issues. All injuries are to be reported to the main office where students will then 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 to resolution 16-03-23-17 approved by the Council of Commissioners.

ATTENDANCE & REPORTING ABSENCES:

Regular and punctual attendance contributes greatly 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 contact the school to give the following information:

- Child's Name
- Reason and Length of Absence

Please call or leave a message any time before 8:00 a.m. to report your child's absence. If we have not received a call about your child's absence, we will contact you to ensure your child's safety. 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 teachers 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 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

Students of Lester B. Pearson High School must have an identification card with them **at all times** when attending school or any school function. The junior ID cards have a RED line under their names indication they are in secondary 1 and 2. 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 found on Hurteau Street and is made available to Lester B. Pearson students' only. *The express bus schedule can be found on our school website.

OPUS CARDS

The purchase of a bus pass is the sole responsibility of parents. The school provides the necessary forms to certify that the student attends school and is under the age of 18.

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 (Pick up/Drop off is on PM Favier)
- Do not double park.
- Do not have your child get off in the middle of the street.

OUR STUDENTS SAFETY 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 to catch up on the content that was taught during their absence. Students will also be responsible for any assignments or tests that they missed. 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. A \$10.00 deposit and a doctor's note is required for an elevator key. Permission must be obtained from the administration. The use of the elevator in case of a power failure or any other emergencies is prohibited.

VISITORS & VOLUNTEERS:

In order to ensure the safety and security of our students and staff, everyone's co-operation 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, workmen, 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.

STUDENT CODE OF CONDUCT

STUDENT RESPONSIBILITY

Students are expected above all to strive for academic success because it is the main reason why they are in school. All students are expected to work to the best of their abilities in order to realize their potential.

They are also expected to develop healthy inter-personal 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 school staff.
- Be respectful and polite towards other students, school staff and administration.
- Use appropriate language when addressing or referring to others.
- 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 other's personal belongings, classroom materials and school property.
- Be a good role model for others in the 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. Please note should the situation not be rectified, La Direction de la Protection de la Jeunesse may be contacted.

STUDENT ENTRY & LATE ARRIVALS

The school will be open to students as of 7:30am. Students may enter the building using the P.M. Favier or Hurteau Plaza doors in the morning until 8:15 a.m. (9:20 a.m. on Wednesdays). After that point, the doors will be locked, students must enter from the Main Office entrance and report to their level secretary to receive an admit slip for class.

Students are expected to arrive on time for all classes. Please call or leave a message any time before 8:00 a.m. to report your child's late arrival. Messages or calls after 8:00 a.m. to justify a late arrival will not be accepted. You are kindly asked not to send your child to school with a note validating their late arrival. 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 administrations' discretion.

If a student arrives to school after 9:00 a.m. (10:05 a.m. on Wednesdays), 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. (11:00 a.m. on Wednesdays) 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 extra-curricular 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 can't 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
- and the reason for the early dismissal
- a number where the parent can be reached

Before the early dismissal is granted, the level secretary will validate the request with the parent. 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 in order to be excused from class. Students will also need the slip in order 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, remaining on school grounds past the departure time will be considered skipping.

DISCIPLINARY MEASURES:

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

All staff members have the responsibility of upholding the student code of conduct to ensure proper discipline in school. Any breach of the expectations, policies and procedures outlined in this agenda may result in the imposition of 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 expulsion from school or the school board.

STUDENTS OUT OF CLASS

Students are expected to be in class for the duration of the teaching period. Only in urgent situations, will students be allowed to leave class. 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 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.

SKIPPING CLASS

Students who do not report to school or to (a) particular class(es); who report excessively late to class or leave school without an early dismissal validated by the school will be considered as skipping. Students who deemed as skipping 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 the 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 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 parent and/or guardian calls received after the student has left school to justify their departure will not be accepted.**

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 is 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 to those that chronically disrupt will vary depending on the nature, extend and duration of the offense(s). Should initial corrective measures prove ineffective, such measures as behavioral contracts and school relocation may be imposed.

INSUBORDINATION

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

SCHOOL TEXTBOOKS

Students' textbooks are loaned to them during the school year. Their Subject Teacher 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, including earbuds and/or headphones are not permitted in class or in the hallways during class and will result in a school detention and confiscation of the items. If confiscation occurs on several occasions further consequences from the administration may be implemented.

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

LOCKERS

The locker bay will be opened Monday-Friday from 7:30a.m. to 3:00p.m. Students will not have access to the locker 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 and must be kept clean at all times. Any repairs incurred due to student damage may be expensed to the student's parents. **Lockers must be locked at all times 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 a lock when they first register. Should a student need to replace their lock, they must purchase a new lock from the school. 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 not to bring valuables such as large sums of money or expensive items to school. In the case where a student chooses to bring an item of value to school and it goes missing, or it is stolen, the school will not be held responsible for the loss of those items. Students are responsible for the safekeeping of their own belongings including their personal electronic equipment such as cell phones and earbuds.

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, alcohol or any other prohibited substances, the parents/guardians will be notified and will be asked to pick up their child. Furthermore, the student may be subject to school consequences.

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. Violators are subject to school suspensions, prosecutions and fines. Smoking and vaping product will be confiscated and will not be returned to the student. Tobacco and vaping products must not be offered to anyone under the age of 18 years old.

ENERGY DRINKS

Students are not permitted to consume Energy Drinks at school. These drinks have a negative 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 or public property will be suspended and charged for the damages. A police report may be filed, and the student may be relocated to another school.

CHEATING / PLAGIARISM

Any student caught cheating or plagiarizing will receive a zero for any exams (Ministry, School Board or local), projects, or assignments.

UNIFORM

The uniform must be worn by all students each and every day unless, the school day as been declared a non-uniform day by the administration. All students must wear the school uniform as outlined below. All uniform garments must be purchased from the school's official supplier, TOP MARKS. Only the following items are permitted:

- Navy blue pants
- Royal blue or white polo shirt short or long sleeved, collar down (only LBP turtleneck is permitted under the short sleeve polo shirt)
- Navy blue v-neck or zip-up sweater **worn over the blue/white polo or LBP turtleneck**
- Low-heel shoes
- Only a plain short sleeved T-shirt may be worn under all tops.
- Graduation apparel (hoodie, short/long sleeved t-shirt) for secondary 5 students.

Students are reminded that:

- Both the pants and polo's must not be rolled since this is considered altering the uniform.
- Tights, shorts or other clothing items are not permitted 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 and/or lunch while in the building.
- Boots can only be worn when entering and exiting the building. Boots are **not** permitted in class.
- Belts must not be visible.
- Sandals/flip flops/open-toed shoes are not permitted.

Please note that students must be in full uniform **as they enter and leave the school and in order to board the Express buses at the end of the day.**

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 **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. After three uniform infractions, the student may be subject to suspension.

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 also wear appropriate gym shoes for their Physical Education classes. Students are required to change into their gym/dance uniform, including gym shoes, **only** at the beginning of the period. The Physical Education uniform, for both boys and girls, consists of a white T-shirt and blue bermuda 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.

Compliance with the uniform regulations is an expectation without compromise.

RECESS / LUNCH

In the effort to maintain the cleanliness of the school grounds, eating / drinking is restricted to the cafeteria **only**. Students who are caught eating outside of the cafeteria may be subject to school consequences.

Please note that junior students are **prohibited** to leave the Lester B. Pearson campus at any time during **recess and lunch**. Junior students are to stay in the Plaza or on the P.M. Favier terrace during lunch.

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 during lunch.

ALTERNATIVE TO DETENTION

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

Conditions & Procedures:

- This initiative only applies to non-behavioral detentions issued by the administration namely; 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 teacher's 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 to the student supervisor/facilitator before 3:00p.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. No later than 3:00p.m. Students that arrive after that time will not be admitted. The detention 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. Permission to reschedule a detention are for exceptional situations and are at the discretion of the student supervisor/facilitator or level vice-principal. 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 invited into school on a pedagogical day or a weekend to serve the accumulated detentions.

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 to communicate with their teachers for all work that they are missing during their suspension.

LATE ASSIGNMENT POLICY

Students will be granted one day without penalty. As of the second day, 5% of the grade will be deducted per 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 maintain 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 BUSSES

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 monetary infraction by the STM. Disciplinary action from the school may also apply.

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 motivated by race, sexual orientation, religion or language physical and verbal aggression towards other students and staff members.

Bullying and Violence are defined as follow 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.

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.*

EMERGENCY PROCEDURES

EVACUATIONS:

Whether it be a real evacuation or a drill, students must proceed through the hallways and exit the building in silence promptly 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 strictly **forbidden** during an evacuation. Students must take evacuations whether real or a drill seriously, failure to do so may result in disciplinary action.

LESTER B. PEARSON SCHOOL CLOSING

In case of an emergency requiring the closing of LBP, students may be dismissed without prior notification. If possible, information will be available on the EMSB, 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.

STUDENT SERVICES

TUTORIALS

Lester. B. Pearson High School offers a tutorial program for all its students. The purpose of the tutorial program is to help students consolidate their knowledge in the various subject areas. Teachers provide tutorials, morning, 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.

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, take out books, and print their homework (10 cents/page for all printing). In addition, students can make use of/participate in: 3D printers, photocopier, board games, lego, comfy chairs for reading, 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 observe the following regulations at all times:

- 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

Books:

3 week loans (excluding weekends and holidays)

- No late fees
- If book is lost or damaged the student is responsible for paying the replacement cost (pay at the library, receipts provided)
- Overdue Book Policy:
- 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: course 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 for 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 at a later time.

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 information on various health issues.

For confidential health issue 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 in order to make their classroom teacher aware for 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 at a later time

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 CIUSS waiting list.

PARENT CONTRACT WITH LESTER B. PEARSON HIGH SCHOOL

The undersigned agree to the following educational challenge and understand that fulfilling the contractual obligation will increase the possibility of educational success.

I agree to do my best in helping the above-signed parent/guardian to do their part in fulfilling each challenge listed below.

Item 1 Please read the agenda; it contains a wealth of information, our school policies and Student Code of Conduct

Item 2 Be supportive of the school and its regulations.

Item 3 Read school and share information sent by teachers and administration with your child(ren).

Item 4 Make sure your child arrives on time and is in school regularly

Item 5 Be an active participant in your child's learning.

Item 6 Communicate with your child's teacher regularly and monitor your child's assignments.

Item 7 Confer with your child's teacher in person or by email if you have any concerns.

Student's Name: _____ **Signature:** _____ **Grade:** _____
(Please Print)

Parent/Guardian name: _____ Parent/Guardian signature: _____
(Please Print)

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. You will need to learn how to work with people and make every effort to bring the group together. You may also 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, you 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. You need to be open to change and most importantly, 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 HONOUR ROLL, 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 Honour Roll. For secondary 5 students, they must be on the principal's honor roll for all three terms in order to receive the associated stole at their convocation ceremony.

If students display an 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 honor 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 school work, 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.

MID YEAR EXAMS

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.

MEES SUPPLEMENTAL EXAMS

MEES supplemental exams are scheduled by the Ministry. Please consult the MEES website before making any travel arrangements or medical appointment.

MEES CERTIFICATION REQUIREMENTS (as of 2015)

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:

- 6 credits in Secondary V language of instruction
- 4 credits in Secondary V French, second language
- 4 credits in Secondary IV Mathematics;
- 4 credits in Secondary IV Science and Technology **or**
6 credits in Secondary IV Applied Science and Technology
- 4 credits in Secondary IV History and Citizenship Education
- 2 credits in Secondary IV Arts Education;
- 2 credits in Secondary V Ethics and Religious Culture **or**
2 Physical Education and Health.