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Deborah Dixon
Principal

Jane Preston
Vice-Principal

This agenda belongs to:

Name _____ **HR#** _____

WELCOME TO BEURLING ACADEMY

OUR VISION IS:

SHAPING STUDENTS FOR A CHANGING WORLD

OUR MISSION IS TO:

Prepare students by offering:

- **Choice and responsibility:** The ability to make choices and be responsible to follow through with action.
- **Autonomy and interdependence:** The ability to use each person's individual talents to benefit the group and the world around us.
- **Respect:** The ability to function in an educational environment while respecting ourselves, others and the environment.
- **Engagement:** The ability to participate in school and community life by being engaged in the planning, learning and presentation process.
- **Perseverance:** The ability to accomplish goals and develop critical thinking through effort and determination.
- **Health and Well Being:** The ability to determine one's health needs and meet them through physical activity and regular mental health check-ins.

We are committed to nurturing the social, emotional, cultural, physical and moral development of all students through a **Project Based Learning** curriculum that promotes collaboration, curiosity, creativity and choice.

PROJECT BASED LEARNING EXPLAINED...

Project Based Learning is a teaching method in which students gain knowledge and skills by working for an extended period of time to investigate and respond to an authentic, engaging, and complex question, problem, or challenge. (pblworks.org)

Students work on a project over an extended period of time – from a week up to a semester – that engages them in solving a real-world problem or answering a complex question. They demonstrate their knowledge and skills by creating a public product or presentation for a real audience.

As a result, students develop deep content knowledge as well as critical thinking, collaboration, creativity, and communication skills.

BEURLING ACADEMY

CODE OF CONDUCT - 2020-2021

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.

All Beurling Academy students are expected to:

1. Be present every day to do their best and to work at their highest potential.
2. Be in proper uniform every day.
3. Be punctual for school, for classes and all extra-curricular activities.
4. Attend all detentions when issued.
5. Be prepared by bringing all supplies and books needed for class including Phys. Ed.
6. Complete homework and class work when assigned.
7. Be courteous and polite to fellow classmates, staff and other adults in the building.
8. Refrain from using obscene, vulgar or offensive language.
9. Abide by and follow all instructions and guidelines given by staff and other adults in the building.
10. Eat in designated areas and refrain from eating in the halls, gym and auditorium.
11. Refrain from ordering and having food delivered to the school.
12. Be respectful of school property including all technology devices, books, lockers and furniture.
13. Put away cell phones and other electronic devices when instructed or asked.
14. Refrain from all types of fighting, intimidation, harassment, bullying and cyberbullying towards fellow students, teachers, staff and other adults.
15. Refrain from roughhousing, play fighting, slapping or inappropriate touching.
16. To walk and not run in the halls or stairwells.
17. Refrain from photographing, filming or recording anyone without their consent as stipulated in the Appropriate Use of Digital Communications and Technologies Policy.
18. Not be under the influence of any kind of drugs or alcohol.
19. Report any illegal, wrong, dangerous or suspicious behavior or action to the office.
20. Refrain from smoking or vaping in school, on school property and on school outings.
21. Refrain from having alcohol, cigarettes, e-cigarettes, vapes, marijuana and all other types of illegal drugs or drug paraphernalia in their possession or on school property.
22. Refrain from having any kinds of prohibited and non-prohibited weapons in their possession.
23. Refrain from stealing, vandalizing, tagging or defacing while on school property.
24. Refrain from plagiarism or cheating on school work, homework or exams.
25. Refrain from gambling or any act that would put the school and community in jeopardy as indicated in the School Board's Safe and Caring School Policy.

Failure to follow the rules, guidelines and expectations laid out in the School Code of Conduct will result in disciplinary actions that include but not limited to:

- Detention
- Alternative Suspension Room
- School suspension
- Sent home to correct the infraction
- Community service
- Mediation/peer mediation
- Planning room in school or another school
- Parental involvement
- Mandatory participation in educational activities related to bullying, violence or harassment
- Police involvement
- School transfer or expulsion
- Any other appropriate action the administration deems necessary

Administration reserves the right to determine consequences based upon the nature of the act, the frequency, and the severity.

At all times students are expected to:

Be Present
Be Punctual
Be Prepared
Be Polite
Be Productive
Be Positive and
Participate!

Please sign this from below once you have read the Code of Conduct and understand that its purpose is to ensure that all members of the school community are provided with a satisfying, safe and positive educational experience.

My Personal Commitment

We have read and understand the Beurling Academy Code of Conduct.

Student's Signature

Date

Parent/Guardian's Signature

Date

BELL SCHEDULE

WARNING BELL	8:25
AMEP*	8:30 – 8:45
PERIOD 1	8:50 – 9:40
PERIOD 2	9:45 – 10:35
PERIOD 3	10:40 – 11:30
LUNCH	11:30 – 12:20
PERIOD 4	12:25 – 1:15
PERIOD 5	1:20 – 2:10
PERIOD 6	2:15 – 3:05

*Attendance, Messages, Eat & Plan

NOTE: On Wednesdays students will be dismissed from classes after period 5.

School office hours are from 7:30 a.m. to 4:00 p.m.

GENERAL EXPECTATIONS AND GUIDELINES

UNIFORM RULES

The Burling Academy uniform and dress code consists of:

- Burgundy Girls Spandex Short Sleeve Polo
- Burgundy Girls Spandex Long Sleeve Polo
- Burgundy Girls Fleece Zip Cardigan
- Grey Girls Woven Stretch Skirt
- Burgundy Boys/Unisex Pique Short Sleeve Polo
- Burgundy Boys/Unisex Pique Long Sleeve Polo
- Burgundy Boys/Unisex Fleece Zip Cardigan
- Burgundy Unisex Fleece Hoodie with Charcoal Hood Insert
- Respectable/appropriate Grey pants or skirt of your choice
- **No leggings, jeans or tights to be worn as pants.**



The Physical Education and Dance uniform consists of:

- Appropriate athletic wear (shorts, sweatpants, t-shirt, running shoes)

Bathing suits

- One piece swimsuits for girls
- Swimming shorts for boys

Other

- Skirts or pants are not to be rolled up
- The length of skirts and shorts must be only one inch above the knees
- Socks, tights and nylons must be in solid colours of black, grey or white (footless-leggings are not permitted)
- Sandals, flip-flops and slides are not to be worn in school
- Hats, scarves, headbands and bandanas are not to be worn during school hours
- School hoodies are permitted, however in order to ensure to visibility and safety, the hood may not cover the head

Please note that the uniform tops and hoodies can be purchased at the uniform store.

RESPECT FOR SELF

Attendance

Regular attendance is expected of everyone. Academic success is jeopardized when students are habitually absent. The school must be notified by the parent/guardian of a student's absence. When a student returns from an absence he or she must present to the front office, a dated note signed by a parent/guardian explaining the absence.

Students are reminded that while they may choose not to participate in school trips, they are expected to attend classes. Please be advised that student participation in school activities is contingent upon punctuality and regular attendance.

Responsibility for Missed Work

If students miss class for school activities or illness, it is their responsibility to obtain the class notes and complete the assignments missed.

Parents/guardians are encouraged to plan vacations during school holidays in summer months. Students going on vacation when school is in session may be given an indication of the work that will be covered.

Dismissals

Parents/guardians are encouraged to arrange medical, dental and other appointments outside of school hours or on school professional days. A student who requires an early dismissal must bring a dated note signed by his/her parent/guardian and must present this note to the front office. The time of the early dismissal will be noted on the absence list.

In case of illness, the parent/guardian will be contacted by the administration before the student is dismissed. Students must ***notify the front office in person*** before leaving the building during school hours.

Punctuality

A student who is late for school must report to the front office and have the time of arrival entered into their agenda. Lateness will result in consequences detailed in the Code of Conduct.

Emergency Contact

It is essential that parents/guardians provide a home, work and alternate phone number so that the school may contact someone in the case of an emergency.

Detentions

Detentions are held daily, at lunch time. Additional detentions may be assigned before and after school, and on Saturday mornings. If these are not served, parents will be notified and a suspension may be given.

Smoking and Vaping

Our school is subject to the rules on the use of tobacco as stated in the Tobacco Act, and we are therefore responsible for the application of these rules. Consequently, the use of tobacco products, providing or selling tobacco to a minor will not be tolerated. In addition, it is prohibited to use tobacco products outside the school in a 9 metre radius from any door leading outside.

If a student is caught using or selling tobacco products on school property he or she will be suspended and could be subject to a fine of between \$50 to \$600 according to the situation or, in the case of minors, a maximum fine of \$100. The school could also be fined up to \$2000.

RESPECT FOR OTHERS

Cooperation and Behaviour Inside and Outside of the Classroom

Students are expected to cooperate with any teacher or adult working in the school. Rudeness or refusal to obey instructions will not be accepted. Students are also expected to behave in an acceptable manner in the halls and to treat their fellow students with respect.

Respect for Community

As representatives of Beurling Academy, it is important that students respect our neighbours and behave appropriately in the community. Any student brought into the school by the police will face consequences and his/her parents will be notified.

Harassment

In accordance with the LBPSB Safe School Policy, students shall not harass other members of the Beurling community. Harassment means any behaviour in the form of repeated and hostile or unwanted conduct, verbal comments, action or gestures that affect a person's dignity or psychological or physical integrity and that result in a harmful environment for the person. Harassment includes bullying, cyber-bullying, racial/ethno-cultural harassment or discrimination, physical or verbal abuse, slander and sexual or homophobic harassment or discrimination. These conditions also apply during travel to and from school.

Fighting, Intimidation, Threats, etc.

In order to maintain a safe and secure environment for all our students, we will be exercising **zero tolerance** for any actions which could disturb that environment. Fighting, rough-housing, threats, or intimidation of other students have no place in a school setting.

Illegal Drugs and Alcohol

Illegal Drugs, Vapes and/or alcohol are forbidden on or around the school premises. Those found in violation will face suspensions, may be recommended for expulsion from school and police intervention. Gambling and playing dice are not permitted in school or on school property.

Electronic Devices and Technology

Electronic devices may only be used with express permission from the classroom teacher. Any student found in violation will have their device confiscated and later returned at the discretion of their level administrator. *Discreet* use of these devices will be tolerated outside of classes. The use of headphones is required when listening to music. Portable and Bluetooth speakers may not be used during regular school hours. The school is not responsible for the loss or any damage of these electronic devices.

The use of technology is a privilege not a right. Students are expected to conduct themselves responsibly.

All students and their parents/guardians must read and sign the "Computer Use Policy" located on page 2 in this agenda. Students will not be permitted to use a school computer or Chrome book unless this document has been signed.

Laser pointers are not permitted in school. They will be confiscated.

Cyber Misconduct

Cyber-bullying is the use of technology to threaten, ridicule, spread rumours or defame character, and will not be tolerated. (This includes external cyber misconduct which affects students and staff)

The misuse of technology to invade or threaten personal privacy or to disrupt the school's culture of learning will not be tolerated. Serious cases of cyber misconduct may warrant suspension and/or recommendation for expulsion. Cyber threats may be subject to criminal charges.

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 @ www.lbpsb.qc.ca for more comprehensive information

RESPECT FOR THE ENVIRONMENT

Damaging or Defacing School Property and School Environment

Students are expected to respect their school and its property. A student who damages or defaces school property will be expected to pay for whatever damage has been done to restore the defaced property to its original condition.

When damage or vandalism has been done by a group of students the entire group will be held responsible. Students may be required to perform community service to the school such as cleaning, picking up paper, removing graffiti, etc.

Cafeteria

Food must only be eaten in the cafeteria or designated rooms on the second floor of the C-Wing. **Food is not permitted in the hallways.**

Students are not allowed to order food to be delivered to the school.

Students are expected to respect the cafeteria facilities, i.e. place all garbage in the containers provided and leave tables clean when their lunch is finished.

High School Cafeteria Information:

For a copy of the high school menu, fixed price list and other information please visit the LBPSB Food Service & Nutrition Website: <http://foodservice.lbpsb.qc.ca>

All food served in the cafeteria complies with the LBPSB Food & Nutrition Policy adopted by the Council of Commissioners.

Lockers

Lockers are the property of the school. They are loaned to students to store necessary clothing and school materials. Students must use the locker assigned by the school. Lockers may not be shared. Your child's combination should be kept confidential. Your child is strongly urged not to keep valuables, money or bus passes in their lockers.

Only Beurling locks may be used on the lockers. All other types of locks will be removed by Administration.

The school is not responsible for lost or stolen items.

While the school respects the student's right to privacy, the school reserves the right to inspect lockers.

Bags

Bags are not permitted in classrooms during school hours. They must be kept inside the lockers.

Hall Passes

Students dismissed during class time are required to have a classroom hall pass. Any student without a hall pass will be sent back to class.

Fire and Lock-down Drills

Fire and lock-down drills are important for a student's safety. We expect all students to take them seriously. Any student caught triggering the fire alarm, resulting in the evacuation of the school, will be subject to fines.

By law we are required to have six fire drills and one lock down drill during the year.

Pulling a false alarm is a criminal act and will be treated as such.

End of Day

Students are expected to leave the school at the end of their last class. They may remain only to participate in supervised GMAA or school activities.

Photographs

School I.D. photos will be taken on Friday, September 18, 2020. The cost of the I.D. photo is included in the school fees. In order to renew their reduced fare privilege cards for the 2020-2021 school year, the STM OPUS Card photos will also be taken on the same day as I.D. Card photos. Students will be required to pay the fees set by the STM to cover card production fees.

COMPUTER USE POLICY

Beurling Academy is committed to the positive use of technology to ensure that each student has the opportunity to learn and communicate through this important medium. Internet access provides an unlimited supply of resources, information and research tools to our students. With this access comes an enormous amount of information that must be approached in a responsible and respectful manner.

All school rules will apply when using computers and related technologies. Any actions performed through the computer network must reflect our Code of Conduct.

Please carefully review the policy outlined below:

1. Access to the internet must be related to, and in support of, the research and educational goals set out by the staff at Beurling.
2. Transmission of any material in violation of government regulations is prohibited. This includes copyrighted material and anything threatening, racist or obscene.
3. Students may not alter, add or delete application files on the hard drives of any computer.
4. Accessing the files and accounts of others is prohibited.
5. Improper use or distribution of information resulting in copyright violations, software piracy, or plagiarism is prohibited.
6. Network etiquette, outlined below, must be adhered to at all times.
 - a. Be polite. Do not use rude language or swear in your message to others.
 - b. Be aware that email is not necessarily private. Our Information Systems department has access to all email and will report illegal activity to the appropriate authorities.
7. To avoid computer damage, food and beverages should not be consumed anywhere near a computer.
8. Do not reveal personal information such as address, telephone numbers or any personally identifiable information about other students, staff members or yourself in your communications.
9. Users are to assume that other users' information is private property and treat it accordingly. Password sharing is prohibited. Do not let anyone else use your account. When you leave your computer, do not forget to immediately log out.

Remember – the use of the internet is a privilege and not a right. Inappropriate use will result in a cancellation of the privilege.

We have read and understood the Beurling Academy Computer Use Policy.

Student's Signature

Date

Parent/Guardian's Signature

Date

GUIDANCE DEPARTMENT

What is a high school guidance counsellor?

A guidance counsellor is a school professional who specializes in helping students make decisions about their personal and educational needs. A guidance counsellor is concerned with educational and career guidance but also focuses on the personal development of the students.

Educational & Career Guidance

Guidance counsellors can provide information on almost any topic and then help a student put this information to use in choosing the best future career path.

A guidance counsellor can provide info on:

- Career exploration tools
- Option course selection
- Tutoring (professional or in-school peer-tutoring)
- Entrance requirements for college & vocational programs
- Application processes for college & vocational training
- Financial-aid programs
- Summer school registration
- Adult education registration

Personal Counselling

A counsellor helps students one-on-one or in small groups to better understand themselves and identify their goals so that they may make choices which will help them achieve those goals.

Examples of issues a counsellor can help a student with:

- Mental health issues
- Motivation problems
- Self-esteem issues
- Family problems
- Relationship issues
- Drug and alcohol related issues

GRADUATION REQUIREMENTS

To graduate in June, you must earn 54 credits, 20 of these credits must be from Secondary 5. Student begins to earn credits toward fulfilling graduation requirements in Secondary 4.

The following credits are compulsory...

- Math Sec. 4 (4/6 credits);
- Science & Technology Sec. 4(4 credits) OR Applied Science & Technology (6 credits);
- History and Citizenship Ed. Sec. 4 (4 credits);
- Arts Option Sec. 4 (2 credits);
- English Sec. 5 (6 credits);
- French Sec. 5 (4/6 credits);
- Phys. Ed. OR Ethics & Religious Culture Sec. 5 (2 credits).



NEED ADVICE, GUIDANCE, HELP AT HOME OR AT SCHOOL?

YOU DON'T HAVE TO SUFFER IN SILENCE. COME TALK TO ONE OF US. WE ARE YOUR SCHOOL RESOURCE TEAM. YOU HAVE A CHOICE OF ONE OF THE FOLLOWING:

- **School Principals:** Oversees and responsible for the smooth operation of the school.
- **Teachers:** Teaches, coaches, mentors and supervises students.
- **Integration Aides:** Assist teachers and students with academics within the classroom.
- **School Psychologist:** Provides counselling, assessments, mental health support, and facilitates groups.
- **CLSC School Social worker:** Provides mental health, academic, behavior & family support.
- **CLSC School Nurse:** Provides education on hygiene, sexual health, prevention and healthy lifestyles and more.
- **Guidance Counsellor:** Provides personal counselling and academic & career support.
- **Resource Teacher:** Facilitates resource room, responsible for IEP's and Resource blocks and students with special needs.
- **Community Development Agent:** Provides in-school and extra-curricular activities with community partnerships.
- **Spec. Ed. Tech:** Supports students with academic and behavior needs in the classroom and Resource room.
- **Social Work Technician:** Supports students with social, emotional and behavioral difficulties.
- **Planning Room Technician:** Supports students having difficulties; helps them make a plan for success in life and school.
- **Spiritual Care and Community Animator:** Works with students to develop links with spiritual life and community involvement
- **Behaviour Consultant:** Supports students with emotional and behavior difficulties.
- **Speech & Language Pathologist:** Offers reading and speech strategies to students.
- **Art Therapist:** Provides positive mental health counselling through meaningful art.
- **Autism Consultant:** Provides support to students with autism.
- **Special Needs Consultant:** Provides support to students with special needs.
- **Occupational Therapist:** Provides functional support to students with specific developmental needs.



HELP LINES SERVICES AND RESOURCES

FOR PARENTS and YOUTHS

Below is a list of numbers that you can reach out to if you are ever in difficulty outside of school hours. Remember, it is okay to ask for help.



❖ **Psychosocial Services of your local CLSC**

CLSC de Verdun and CLSC de Ville-Émard: 514-766-0546

CLSC de LaSalle : (514) 364-2572

CLSC de Saint-Henri: 514-933-7541

CLSC de Jeanne-Mance: 514-527-9565

(Jeanne Mance Territory includes: CLSC St-Louis-du-Parc, Plateau et Des Faubourgs, Ste-Catherine, Parthenais and Visitation sites.)

❖ Info-Social: **811**

❖ **Tel-Jeunes:** *You are not alone.* By phone, text, chat or email. <https://www.teljeunes.com/Accueil>

❖ **Jeunesse J'écoute :** 24/7, by phone, text or chat. English and French. <https://jeunessejecoute.ca/> **1-800-668-6868**

❖ **Suicide Action Montréal:** *You think about suicide?* **1-866-277 3553**

❖ **Ligne parents:** Support by phone, chat or email. <http://www.ligneparents.com> **1-800-361-5085**

❖ **SOS Violence conjugale** for youths and parents. 24/7: **514-873-9010**

❖ **Tel-Aide:** Emotional distress. 24/7: **514-935-1101**

❖ **Youth Clinic:** Sexual Health Clinic for youths

Youth Clinic CLSC Faubourgs: (14 and plus) **514-523-2361 poste 3720**

Youth Clinic CLSC de Verdun and CLSC de Ville-Émard: **514-766-0546**

Youth Clinic CLSC de Saint-Henri: **514-933-7541**

