

Routines and expectations

The Basics

Start times Classes begin at 8:45 AM each day.

Student expectations can be summarized by

Pearson's Three Ps:

1. Be punctual – being on time and in attendance is students' best way to prepare for success.
2. Be persistent – studies show that when students persevere and keep on working on a challenging task they will achieve success.
3. Be polite – getting along with others means being considerate of others and using manners.

ID cards and lanyards are required for:

- entry into the building
- entry into class
- borrowing text books and materials from the media centre
- identification to write Diploma/Non-Diploma exams
- admittance to athletic events

Teachers may direct students to not wear their ID tag and lanyard because the activity in class requires unique safety procedures. ID cards should not be loaned to fellow students to sign out texts or media centre materials. The owner of the card will be charged for any lost or damaged materials. Lost ID cards can be replaced in the main office for \$5.00. Lanyard replacement is also \$5.00.

Academic Integrity Academic integrity is fundamental to everything that happens at Lester B. Pearson High School. We insist that students do and be assessed on their own work and as a result, any breach of academic honesty will be responded to as an intentional breach of integrity and may result in penalties, suspension, expulsion, loss of marks and or loss of credits, depending on the seriousness of the situation.

Plagiarism Passing in work meant to represent ones own which copies the work of another is deemed to be plagiarism. Students will be taught the proper methods for citing material from other sources and must ensure that all work presented for assessment is their own.

Cheating Cheating encompasses a variety of activities, from handing in someone else's work as your own, to stealing answers on a quiz. If a teacher is unable to accurately assess a student's progress, students may find themselves fundamentally under prepared to move on to more advanced material. Students who cheat on Diploma Examinations are subject to penalties as laid out by Alberta Education that may result in consequences beyond high school into post-secondary institutions. Students will be

reminded of these possible consequences prior to writing Diploma Exams.

Athletics All of our teams are named the "Patriots" and our colours are Flag Red and Gold. We have one major expectation of our athletes at Pearson: COMMITMENT TO EXCELLENCE through attendance, citizenship, academic performance and sportsmanship. All of our athletes sign an Athletic Contract after being chosen for a team. We operate under the rules of the Calgary Senior High School Athletic Association and have set dates for seasons of play for team and individual competitions.

Fall Sports

Cross Country Running – age groups for men/women

Volleyball – Senior/Junior teams for men and women

Soccer – Senior team for women

Winter Sports

Wrestling – weight classes for novice, intermediate, and open for men/women

Basketball – Senior and Junior teams for men/women

Swim and Dive – experience classes for men/women

Spring Sports

Badminton – experience classes for men/women

Field Hockey – Senior and Junior teams for women

Track and Field – age groups for men/women

Rugby – Senior teams for men/women

Soccer – Senior and Junior teams for men

Age 18

Under provincial legislation when a student turns 18 they are to receive all information about their schooling. An assistant principal will confirm whether they may assign access to this information to their parents, or be the sole recipient of school reporting.

Assessment

- Students are expected to complete all assignments. This holds you accountable and does not allow you to opt out of completing assigned work. Teachers will work with students and parents to help students engage in their learning. Chronic problems will be referred to Student Services and/or Administration. Students may be assigned a mark of No Record (NR) for reporting purposes until the work is completed. This is not the case for final course grades.
- If a student receives a final mark of between 45-49% in core subjects, their placement may be reviewed at the discretion of their teacher along with one or more of the following: student, parent, Curriculum Leader, Student Services, and Administration. Students may be allowed to register in the next course at a lower level. An example would be a move from English 10-1 (46%) to English 20-2 for the next year. Upon successful completion of English 20-2, students



would receive credit for both English 10-2 and 20-2.

- Students who arrive after the start of the school year or term or leave before the end of the term, may have their programs cancelled and will forfeit that portion of their year.
- Students who plagiarize (copy) work from other students or from reference materials will receive a zero for that assignment. Students who allow their work to be copied will also be penalized. Offending students may be disciplined by Administration. Students may be assigned alternative work.
- Students who miss a scheduled exam or assessment throughout the term, due to illness or for reasons beyond their control, must have a parent/guardian contact the teacher prior to the start of the exam. Documentation supporting the absence must be presented to the teacher upon the student's return to school. At the teacher's discretion, the missed exam (or its equivalent) may be taken at a later date or excused in the overall weighting of the course. Failure to notify teachers and to provide appropriate documentation may result in a mark of zero and students will be expected to complete an alternative exam or assessment and may be penalized for this omission.
- Students are expected to write all final term exams. We use Alberta Learning procedures and rules to govern our final exams. Any student that is absent from the exam for any reason other than illness or family emergency (documentation must be provided to both the teacher and administration) will receive a zero for this portion of the course and their final mark will reflect that absence. Teachers must be notified prior to the start of the exam as to the reason why the student is unable to write. Under no circumstances will a student be allowed to write a final secured exam at a time other than when it is scheduled.

Athletics Lester B. Pearson High School competes under the governing body of the Calgary Senior High School Athletic Association (CSHSAA) and the Alberta Schools Athletic Association (ASAA). We are proud to offer a wide variety of opportunities for students to get involved in the athletic program – as an athlete, trainer, minor official or manager. The following activities comprise our athletic program:

Boys	Girls
Badminton	Badminton
Basketball	Basketball
Cross Country	Cross Country
Diving	Diving
Football **	Field Hockey
Rugby	Rugby
Soccer	Soccer

Swimming	Swimming
Track & Field	Track & Field
Volleyball	Volleyball
Wrestling	Wrestling

**** In conjunction with other Area III High Schools** Lester B. Pearson has an Athletic Contract that we expect our athletes to adhere to which stresses the importance of school work and citizenship. The contract also helps our athletes understand that representing Lester B. Pearson High School in competition is a privilege and that commitment to excellent and sportsmanship is critical.

Attendance Regular attendance is essential to student success and achievement. Absences will be reported home the same day by an electronic phone system. Parents may access the electronic record of attendance and assignment completion through HomeLogic. See our web site for HomeLogic instructions. If a mistake is made inform the main office to correct the attendance record. It is expected that students will attend all classes. In the event of an absence, students must

- provide an explanation of absences to their teachers and submit a note to the main office
- sign-out at the main office when leaving school during class time
- complete any work missed during a legitimate absence upon return to class.

Please note that an extended absence due to illness (3 consecutive days or more) requires proof of a visit to the doctor in the form of an appointment slip be submitted to the main office. Chronic absences will result in a referral to Student Services or Administration.

Truancy Any student caught skipping a class may be referred to his or her Assistant Principal for disciplinary action. Students are responsible to complete all assignments missed.

Lates It is the responsibility of students to get to each class on time. Habitual lateness has a disruptive effect on both staff and fellow students and may result in disciplinary action.

Extended Or Early Leave The student must meet with the appropriate Assistant Principal who will outline the possible consequences of the absence and sign the document with the student. The form must then be taken to all teachers to inform them and have them sign off. Teachers are not expected to assign work during this absence. Students must understand the possible negative impact on their program. Finally, parents will sign the form to be returned to the appropriate Assistant Principal for a final signature.

Illness at School Students with severe medical problems or those who require prescribed medication for their health at school must complete the necessary documentation upon registration for



inclusion in the student's school record. Should a student experience sudden health problems during the school day, they are to immediately inform the nearest teacher who will then provide assistance, which may include alerting office staff to contact parents to make decisions in the best interest of the student.

Bikes, Skateboards and Roller Blades Students are encouraged to lock their bike to the bike racks located by exit 16N – security of bikes is the responsibility of the owner. For the safety of others skateboards and roller blades must not be used on walkways leading to the school or inside the building.

Business Office School fees and all other charges are handled through the Business Office, located in the Main Office. The Business Office is open from 7:45 - 12:00 and 1:00 - 4:00 p.m.

Cafeteria Pearson High School offers a full-service cafeteria for students. We expect students to cooperate with the cafeteria staff to keep the cafeteria a clean and pleasant environment. Throughout the day the cafeteria is available as a work area.

Career Centre assists students with Career and Education Planning. Our Career Practitioner is available by appointment or on a drop in basis. Services include occupational research, action planning and decision making, work search skills and informal assessments linking interests and preferences to a career path. Students discover how their courses develop strong employability skills and relate to their future career options. Workshops and presentations are linked to course work.

Cell Phone Use at School Teachers may promote the use of a personally owned digital device (like a cell phone) to connect to the school's wireless network for research purposes.

Proper use of that device (cell phone) in school must show:

- respect for others and the learning environment, and
- focus on learning.

Student use of digital devices that is not linked directly to the educational program, as directed by the teacher, is not permitted. This is in support of the Calgary Board of Education's Digital Citizenship Policy AR1061.

Classroom Expectations Students and teachers in each classroom will create routines and expectations to help all students in that class attain expected

learner outcomes. These may include agreements about food and drink and its relationship to student learning. Baseline expectations are reflected in the Code of Conduct below and are the minimum expectations of students and staff at Pearson.

Clubs and Activities Depending upon student and teacher interest each year, teacher sponsors assist students to engage in various scheduled activities.

Clothing Policy It is our expectation that everyone at Pearson adhere to reasonable and respectable standards in dress and grooming and that these standards should reflect our purpose as a learning community and place of work for students and teachers. We appreciate and understand that all students need to be allowed to express their individuality as well as their cultures and religions. Everyone should be sensitive to the values and expectations of the community and strive to offend no one by their dress. No one's appearance should be so distracting that it interferes with the work of the school. Dress should be modest, appropriate to the school setting, and support the maintenance of a safe and secure learning environment.

Modesty Clothing that is revealing is inappropriate.

- Clothes must cover underwear (including boxers) regardless of whether the person is standing, sitting, bending or assuming any other posture.
- Shirts must be long enough to reach the waistline of pants and high enough to cover cleavage.
- Shirts/tops must have shoulder straps (not spaghetti straps), must not be backless and cannot gape open.
- Skirts/dresses/shorts must reach mid-thigh.
- Sheer or see-through shirts/tops are not to be worn unless there is another shirt underneath.

Appropriateness for the School Setting Messages on clothing or accessories that display or promote the following are unacceptable:

- Discrimination, hatred or violence,
- Sexually explicit messages,
- Profanity or obscene gestures, either explicit or implied,
- The use of alcohol or drugs,
- Statements that dismiss or disrespect other places, persons or beliefs.

In addition, the following are expectations around appropriate dress:

- Footwear must be worn at all times,
- Coats, other heavy outer clothing or gloves/mitts are not to be worn in class,
- Clothing and shoes specific to particular classes may be expected (Example: Physical Education, Applied Tech, Science Labs, Commercial Foods, etc.),
- Sleepwear is not appropriate attire,
- Clothing, make-up and props that are considered to be a costume are not appropriate,



- Sunglasses are not acceptable attire inside the building.

Safety and Security Clothing and accessories should reflect a safe and secure environment.

Consequently, the following are prohibited:

- Heavy chains and accessories with spikes (collars, bracelets, etc.). Spikes will be defined as anything that is or could be sharpened to a point.
- Gang-specific paraphernalia (to be determined from time to time in consultation with the Calgary Police Service).

Interpretations/Enforcement The application and enforcement of this Code will be done respectfully, sensitively and with discretion. It is not the intent to single out individuals or groups of students who are simply expressing their individuality.

- Students who are seen to be contravening the code will be asked to change or cover up,
- If students are unwilling to change or cover up, they may be asked by an administrator to go home to change,
- Flagrant and continuing disregard will be dealt with as a disciplinary issue,
- As in all situations in the school, final appeal can be made to the school's administration.

Code of Conduct We expect everyone who is a part of our learning community to conduct her/himself in a way that will promote our core purpose – learning. These expectations apply to all staff as well as students. This implies that we:

- recognize our school as a place of work and learning for all. Action that detracts from this fundamental purpose will be responded to,
- will treat others within our community with respect and will honour diversity of all kinds with dignity,
- believe that all members of our community have the right to a safe and secure learning environment which is more important than the right of an individual to a particular expression or opinion,
- understand that the will of the majority must not interfere with the legitimate rights of the minority,
- must live within the expectations, rules, policies and laws that govern our country, province, city and educational jurisdiction,
- will respond to conflicts, using the skills of authorities to work with those involved to mitigate areas of disagreement.

The following behaviours which threaten the safety or security of others will be responded to using the consequence process outlined in the next section:

- fighting
- bullying, including cyber bullying
- harassment, intimidation or extortion
- vandalism
- hazing, initiation activities

- use, possession of, sale, distribution of or active contact with a weapon on a student's person, in a student's locker or desk, on school board property, or in a vehicle on school board property used by a student or occupied by a student as a passenger
- attending school or any school-related activity under the influence of illicit drugs, alcohol or inhalants
- use, possession of, distribution of, or active contact with, or collection of money for illicit drugs, alcohol, or inhalants in school, on school board property or in the context of any school-related activity
- theft, including identity theft
- threats
- extortion
- assault
- tampering with school alarm equipment
- encouraging conduct which endangers or may endanger others
- encouraging unacceptable conduct
- distribution or display of offensive messages or pictures
- disruptive behaviour
- defiance of authority
- improper use of equipment on the school computer network (A.R. 1062)
- behaviour in public during school hours that puts the school in disrepute
- photographing students or staff without their permission
- uploading images of students or staff onto the Internet

Other Prohibited Activities Playing cards and other games is not allowed during regular class times. Gambling is not permitted at any time.

Students found in contravention of school expectations regarding any of the above, will be subject to disciplinary action up to and including recommendation for expulsion. Further information on the Calgary Board of Education's Administrative Policy (6001) on School Discipline can be found at <http://www.cbe.ab.ca/policies/AR6001.pdf>

Pearson is a NON-SMOKING campus. Smoking or chewing tobacco on school or adjacent property (within sight of the school) is prohibited, and students using cigarettes or tobacco products on school property may be suspended or may be fined (\$100+) under the City of Calgary Bylaw which prohibits the use of tobacco products by anyone under the age of 18. The School Resource Officer may approach a student off property and ask for proof of age if she/he thinks a tobacco user may be a minor.

Consequences for Violation of Pearson Code of Conduct Teachers will use a variety of strategies to direct student behaviour to accomplish learning



outcomes. These strategies will reinforce student behaviours that reflect the Pearson Code of Conduct. See Calgary Board of Education Administrative Regulation 6001 – Student Discipline for an expanded understanding of responses to unacceptable student behaviours.

Teachers with their students may also set additional expectations within their classroom to help facilitate learning.

Teachers may detain (detention) a student for not longer than sixty minutes, directly supervise the student, ensure access to lunch, may use discretion in contacting a parent, and set another time for the detention upon the request of the parent (see AR 6001 section 14 Detention). The detention must be corrective in nature and support student learning and adherence to the Code of Conduct.

A teacher may suspend a student from class for disrupting learning. The student must be directed to the main office of the school.

- Teacher must inform the school administration (phone the office).
- Teacher must provide a program of instruction for the period.
- Teacher is then responsible for meeting with the student outside of class time to resolve the incident or issue.
- Teacher is further responsible for documenting the incident/issue and its resolution. The summary of this process must be entered into SIRS Activity Tracker and may be supported by other paper records including a “green sheet” incident report.
- In addition, teacher is responsible for speaking with a parent or guardian to explain their decision to suspend the student from class and the resolution process.
- The teacher must return the student to class for the next period.

Should the issue not be resolved, then the teacher can involve the student’s Learning Leader of the department to resolve the issue (meet, document and report to the parent). Still, if the issue is not resolved, the teacher can involve the Counsellor or the Assistant Principal.

Should a student’s behaviour put others’ safety at risk, then an immediate referral to an Assistant Principal is required. Under the direction of the Principal the student can be suspended from attending school for up to five school days, and may be recommended for expulsion from the school. Parents will be involved in the resolution process and be provided documentation of the response to the incident.

Counselling Program The Counsellors in Student Services offer personal, educational and career counselling to students, teachers, parents, and administrators. They also provide information on financial assistance and loans, scholarships and bursaries, and referrals to or liaisons with social agencies, educational institutions, government agencies and the business community. It is our hope that through the resources available in Student Services students will be better informed and more able to make appropriate decisions for themselves now and in the future. While the majority of counselling interviews are the result of self-referral, some are initiated by parents or teachers who may have observed students’ circumstances and then bring them to the attention of Student Services for assistance.

Course Changes Considerable time and effort is spent by students and parents in selecting appropriate courses. A change may occur only if it is in the student’s best interest and if adequate consultation has occurred first between the student and his/her teacher, then with the counselor, parents and administrator.

By the End of the First Full Week in the Semester Students may negotiate to change a course if space exists in the requested section. Priority will be given to students requesting grade appropriate courses. Changes to complementary courses will normally not be considered. After the first full week of any semester, only an administrator may approve a course change or drop.

Up to the End of the First Reporting Period Students may negotiate to change to a different level of the same subject in the same period if the receiving teacher agrees and after consultation with the curriculum leader.

Dropping Courses For the reasons given above, all students are discouraged from dropping courses. However, in the rare circumstance where dropping might be considered, the following conditions will guide administrators as they make decisions:

1. Students will only be allowed to drop courses for educational reasons. All course drops will be brought to an Assistant Principal for final approval. Failing is not a reason to drop a course.
2. Students who are in a course that is inappropriate for their ability (e.g. Science 20 instead of Science 24) and are unable to negotiate a change into the other class, may be allowed to drop the course and take a study period only if this is in the best interest of the student and with the approval of an Assistant Principal.
3. Students dropping courses after having received half the instruction or after attending half the classes will be given a final mark. The mark will be calculated without including future assessment



activities and may be based on the professional evaluation by the teacher about the outcomes attained in a particular course or module.

4. Students who are planning to re-register in a course in the future at Lester B. Pearson High School or elsewhere, will be expected to remain in that course until the end of the semester. This includes regular and punctual attendance, and effort commensurate with ability. If in the view of the teacher, this does not occur, the student will be withdrawn from the course, and will be assumed to have forfeited his/her right to re-register.

Daily Announcements/Bulletin Current events, important deadlines and other significant information will be communicated mid-morning.

Electronic Networkable Devices and Digital Citizenship

Access Students may bring their own laptops or networkable devices to school and can access the local area wireless network by signing on using their CBE login. School owned electronic networkable devices and network access require teacher permission and supervision. Printing student work is permitted with staff permission. All students are eligible to receive a CBE e-mail account. By utilizing the school's network, the following agreement is accepted.

Acceptable use of electronic information resources

The privilege to use devices and networks is dependent on the level of responsibility shown by individual students. It is our intent to have all students access these tools for learning on an ongoing basis. The following acts and prohibited sites constitute inappropriate use and may endanger students, and/or possibly damage the network, hardware, and/or software.

Prohibited acts include

- Use of someone else's CBE account or access to network
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking another person or their reputation
- Trespassing in other peoples folders, work or files
- Accessing, posting, sending or downloading of inappropriate material
- Assuming the identity of another person to gain information
- Viewing web pages through a proxy server
- Running an application/program from a memory stick/jump drive
- In any way moving, opening hardware or computer accessories

- Any attempt and/or threats to harm a person
- Plagiarism of online content
- Posting, publishing, circulating or distributing personal information about oneself or others without the supervision and consent of a staff member
- Sharing of usernames and passwords for other people to use
- Use of technology or the network to access sites / software not approved by staff

Students must respect intellectual property and adhere to copyright, software piracy and fair dealing laws associated with learning technologies.

Prohibited sites include

- Vulgar or lewd depiction of the human body
- Any content publicly labelled for adults
- Violent acts
- On-line gambling
- Sites that encourage the use of illicit or illegal drugs, tobacco, or alcohol
- Sites that advocate violence or hatred against an identifiable group. Race, religion, gender, disabilities, age, colour, sexual orientation, etc.
- Sites promoting criminal activity

Violation of CBE policy Each situation is dealt with on an individual basis and breach of policy may result in restriction or loss of computer privileges, school based disciplinary consequences, and/or police intervention and/or legal action.

Printing Each student at Pearson is given a printing allotment on a semester basis. Additional printing quotas can be purchased if the student exceeds this quota; please ask Ms. Duncan in the Library about this.

Emergency Procedures Fire drills, lockdowns and evacuations are practiced on a regular basis at Lester B. Pearson High School. Students are expected to follow staff instructions during the implementation of these procedures. Students who do not comply with instructions, and thereby place the safety and security of others or the building at risk, will be subject to consequences. In the event of a real emergency that requires a lockdown or evacuation, parents can expect to be notified in a timely manner in a way that does not jeopardize the safe handling of the situation by officials of the Calgary Board of Education, the Calgary Police Service, or the Calgary Fire Department.

Examination Policy Scheduled diploma and non-diploma examinations will occur in January and June. Please refer to the school calendar on the LBP web site for exact dates of exams. Examination schedules will be posted at least three weeks before



the first examination date. In the case of performance based courses in the Fine and Performing Arts, final assessment dates (Dance Shows, Winter/Spring Music Concerts, Drama/Musical Theater Productions) will be communicated in course outlines at the beginning of each semester to allow students ample time to book days off work and make appropriate arrangements to be at school during the required times. Major assessment dates will also be published in the school calendar. ALL students are expected to write their examinations at the scheduled time. Early vacation plans, not knowing when the exam was scheduled, sleeping in, or minor illnesses are not legitimate excuses for missing an exam and students who do not write will receive a grade of zero for the exam.

- In cases of extreme illness or an extraordinary circumstance, the parents must contact the subject teacher at 280-6565 before the time that the exam is written.
- Exams missed at the January sitting due to extended leaves MUST be written in June. It is the student's responsibility to meet with the chief examiner at least two weeks prior to the exam date.
- Arrive early for each exam with school ID, pens, pencils, and an eraser; and a calculator as required. No other materials are allowed into the examination room.

Extra Help Extra help occurs in two ways, during the times posted by teachers for extra-help times, and by individual appointments. Use the expertise and personalized support provided your teachers to ensure your success.

Fine and Performing Arts LBP offers opportunities for students to excel in the arts. Performances at the LBP Theatre or at the Jubilee Auditorium for the annual Pride in the Properties are highlights for the Pearson community.

Drama Production of plays and/or musical theatre highlight the work of actors and stage crew during a semester.

Dance Shows celebrate long hours of rehearsal and practice to showcase the talents of dancers each semester.

Choir Members have several opportunities during each semester to perform at school and in the community.

Band Performances at special events at school and in the community are highlights for musicians.

Jazz Band Talented musicians learn the intricacies of jazz and perform at various venues to showcase their talents.

Visual Arts Taste of the Arts evenings happen twice a year to give students a chance to showcase their works.

FOIPP Students and staff are bound by the federal government act titled Freedom of Information and Protection of Privacy, which regulates how information about a person can be shared and published.

Graduation Policy School Closing Exercises for High Schools are mandated through Calgary Board of Education Admin Regulation 3041 "to emphasize the importance of graduation from high school and to recognize the achievement of those about to attain this goal...". In order to ensure that this activity is meaningful to those involved and genuinely recognizes that all who participate are about to attain graduation requirements, the following conditions apply to all Grade 12 students who wish to participate in the Lester B. Pearson High School Closing Exercises:

- The total number of credits required will be a minimum of 100. This will include those credits pending from courses in which the student is currently enrolled during the semester in which School Closing Exercises will occur.
- Students must have completed or be enrolled in Grade 12 level English and Social Studies, Grade 11 level Mathematics and Science, Physical Education 10 and CALM 20, and other courses necessary for diploma completion.
- If a student has a mark of less than 50% on the April report in a course which counts towards graduation requirements, they will be removed from the grad list.
- The graduation fee must also have been paid, which off-sets the cost of the ceremony.
- Only **ONE** class taken outside of LBP (during Semester 2 of 2013-14) may be counted towards graduation requirements.

Appeal of Exclusion From Grad List Notwithstanding the above, students who because of extra-ordinary circumstances would not normally qualify to participate in School Closing Exercises may apply in writing to the Principal outlining reasons why they should be considered for inclusion. Such conditions might be lengthy school absence due to illness or injury, presence of an IPP, which has outlined an education plan that requires additional time to complete, or other situations that may arise from time to time. These appeals must be submitted to the Principal no later than two months prior to the closing exercises, typically in late March for a late May graduation.

Lockers Individual lockers will be assigned according to Homeroom groups. Tote box lockers are also assigned to students enrolled in Physical Education courses. Students are expected to keep their lockers neat and clean. Students may not trade lockers amongst themselves. Lock combinations



should be kept confidential. The school does not assume responsibility for items lost or stolen from lockers. The lockers remain the property of the Calgary Board of Education and can be searched.

Lost and Found Lost and found articles may be retrieved from or turned in to the facility manager's office. In addition, the lost and found "bin" is located in the hall beside the Media Centre.

Mark Appeal Process You have the right to appeal the final mark awarded in a school subject. Current mark reports will be issued January and June on the last day of class to ensure accuracy of records and identify required work not yet complete. Final marks will be posted as soon as possible in January and June. A mark appeal shall be made initially to the subject teacher as soon as possible. If you wish to appeal further, the appeal should be made to the appropriate Learning Leader. Any further appeal should be made to the Assistant Principal, not later than one week after the final course standings are released to students. The Assistant Principal will investigate the circumstances, confer with the teacher and Learning Leader and discuss his or her findings with you. Ultimately at the School level, an appeal can be taken to the Principal.

In the case of Grade 12 Diploma Examination subjects, you must appeal the teacher mark prior to its submission to Alberta Learning. Dates for each semester are posted on our calendar. In the case of being absent for an exam or dissatisfaction with a mark received, you may apply to rewrite the examination at the next writing date of Diploma Examinations. Alberta Learning charges a fee for rewriting. Rewrite application forms are available in the Main Office.

Media Centre The John Rollins Media Centre offers a wide range of electronic and print materials for research and reading. The Media Centre is your place to do research, assignments and to relax and read. Students will have opportunities to utilize many resources through classroom projects and independent use.

Neighborhood Relations Students are reminded to be a good neighbor in our community and in and around our campus. Pearson's campus extends to adjacent properties, the playing fields north of the school, Robert McClure United Church, Village Square Leisure Centre, Food Court, the retail mall, Co-Op, and Tim Horton's.

Parent Advisory Council Each parent or guardian of a student attending Pearson is a member of this group and are invited to attend monthly meetings (last Monday of the month) to review events at the school, ask and have answered questions about

various happenings, and provide input to the Principal about the organization and delivery of programming. This group is also a voice, not only to our community, but also to CBE Key Communicators who meet regularly during the school year. Come and join in an informal gathering of interested parents who contribute to the smooth functioning of Pearson!

Parents/Guardians as Partners Parents/guardians play a crucial role in students' education. Staff at Pearson want to work with parents to provide the very best education for students. Teachers will contact parents to gain perspective to respond to concerns about their child. Newsletters will be published regularly with updates posted on our web site. Parents are also invited to Report Card Interviews in October and March. Pearson uses an automatic phone messaging system, which contacts family home phone numbers when students are absent and additionally can provide information about special events.

Pay Phone A pay telephone is located in the main foyer near the elevator. Office phones are available only for emergency calls. Office staff will only relay urgent messages from parents to students.

Public Health Nurse A public health nurse is available at the school one half day a week to answer any questions you may have about your health and can be contacted at the Student Services office. Public health nurses work with students, parents and teachers to improve the health and well being of students and families. The nurse is also involved in health promotion activities, which address the health needs of our school and community.

Recycling Waste is to be placed into proper containers found in and around Pearson. Students in *Recycle Everyday At Pearson* recycle weekly to reduce our environmental footprint.

Report Cards/Interviews Report cards are issued for parents and students in November, February, April, and June. Student/Parent/Teacher conferences will be held in conjunction with the first report card of each semester (November and April). Lester B. Pearson is committed to a learning partnership with parents that will foster student success. These student-led conferences allow students to share insights about their learning and achievement which can refine our work together to help them reach their educational goals. It is expected that students attend these conferences with their parents.

School Resource Officer The Calgary Police Service Constable is a "resource" for students' concerns and interests. The officer's primary role is to promote a positive relationship between the police



service and the youth of our community. Additionally, the officer provides classroom lectures, counseling and criminal investigation. This counseling can be one-on-one, family or in a group situation. If any criminal matters arise within the school community, she/he will do what investigation is required to settle the matter in the best interests of the parties involved. During the day the SRO can be seen in the halls and classrooms of Pearson informally talking to students and staff. The SRO can also be seen as a spectator or assisting in various after school activities. The SRO's office is located in room 2141 (Centennial) which is on the second floor overlooking the cafeteria.

Store Pearson's school store, the Snack Shack, is open at noon using the efforts of students in the Management & Marketing courses. The store is located by the cafeteria.

Social Networking Sites Students are cautioned about what information they publish about themselves and others on "their" site. FOIPP regulations and legal rights that protect ones' reputation from slander and malicious attack limit what can be published without penalty. Care and consideration of others is critical in issuing written statements that can be accessed by many people without the consent of the person identified in the publication.

Student Council and Leadership Club Student representatives from each Homeroom group, along with those interested in taking on leadership of student activities, meet regularly to plan and schedule activities for students. These may be fundraisers to assist others beyond the school, or may be to celebrate special days and events at school. Helping students contribute beyond the classroom and participate in school spirit activities is central to the work of this group lead by interested staff.

Student Services Students are assigned to a counselor by their last names (see front page). Appointments are booked through Ms. Lieske in Student Services at 403-280-6565, ext. 2438. Students and parents are encouraged to consult with counselors as well as access many of the resource materials available such as post-secondary calendars, educational planning, community counseling service, educational financing, scholarships and career exploration.

Adjustments to timetables are considered for two reasons: summer school results, and core course balancing across semesters. No adjustments will be made in complementary courses.

Study Periods Students on study periods are expected to do course work or review in the Media Centre or the study carrels in the Drama and PE lounges. Students may not be in hallways or other areas of the school during class time unless they are under the direct supervision of a teacher. Playing card games is not an appropriate use of Study Period.

Test Centre Students may be assigned to the Test Centre when they have not been able to write a quiz or test during regular class time. A classroom will be staffed after school for student testing.

Textbook Distribution and Return All textbooks have been bar-coded to maintain a computerized inventory of resources. Students cannot sign out textbooks without a student ID card issued at the time of registration. Textbooks are distributed in September and February from our media centre. Students will also be required to sign out books during the year so they should always carry their ID card with them.

Students are responsible for the replacement cost of any textbooks they have not returned at the end of each semester. A \$50.00 refundable security deposit is included with school fees to cover the loss of books and this is returned to the student at the end of June when all books have been returned. If students lose textbooks at the end of the first semester they must pay the replacement cost of these books and cannot use the \$50.00 security deposit as it is needed to cover the cost of second semester texts.

At the change of semester we expect students to return all first semester textbooks before the first day of classes in the second semester. Students are asked to return books as they write exams. Your classmates need books returned promptly so that we have textbooks available for distribution in the second semester. Students cannot sign out second semester textbooks until all first semester books have been returned. Students will receive a print out each semester of all textbooks signed against their ID card as they are responsible for the return of these books. Students are reminded to print their name in pencil in each textbook to help with a mix up of the textbooks, and not to sign textbooks out for friends.

Vehicle Parking Student vehicles are to be parked in the north lot. Students are not to park in those spaces designated for visitors and staff. Students are required to register at the office all vehicles they drive to school. There is a \$30.00 registration fee per vehicle. Improperly parked cars or those not displaying a parking tag may be ticketed or towed. During school hours park your car, lock it and leave the lot immediately.



Video Surveillance The school has an extensive system of video surveillance in place to ensure that activities are monitored and that people who act inappropriately can be held accountable. The system is operational 24 hours a day and will be used by school administration and the School Resource Officer to expedite the understanding of situations.

Visitors to the School Upon entering the school all visitors are required to go to the main office to explain their business, record their arrival time and purpose, their vehicle license, and receive a visitor's tag for identification purposes. They will be met by the receiving staff member or escorted to the person they are to meet.

NOTE: All Calgary high schools are closed campuses Friends from other schools are not to be invited to visit students at Pearson. Likewise, Pearson students may not visit other schools. This rule is strictly enforced and all high schools may lay charges under the School Act.

Trespassing Being on school property without invitation or permission is defined as trespassing. The school and school property are for the exclusive use of Lester B. Pearson staff and students. The School Act provides for fines of up to \$1,000 for those who disrupt the proceedings of a school.

