



LESTER B. PEARSON
PACC Vocational Training

STUDENT HANDBOOK 2022-2023

8310 George Street
LaSalle, QC
H8P 1E5

Office: 514-363-6213
Fax: 514-363-5295
www.lbpce.ca

NAME _____

ADDRESS _____

CITY _____ POSTAL CODE _____

TELEPHONE _____ CELL _____

PEARSON ADULT AND CAREER CENTRE

8310 George Street,
LaSalle, QC
H8P 1E5

Office: 514-363-6213 Fax: 514-363-5295

Commissioner
Director of Continuing Education
Centre Director
Assistant Centre Director
Assistant Centre Director
Guidance

Frank Di Bello
Maggie Soldano
Ann Moran
Christie Brown
Aaryn Bradley
Erich Kohler

Pedagogical Consultant

Robin Leggo

Office Personnel

Kanisha Bennett – *Prof. Cooking, CM*
Megan Boylan-Leslie – *Health stages*
Catherine Clune – *Pointe-Claire
Campus*
Stephanie Cesari – *Reception*
Caitlin Dee – *Centre Secretary*
Karen Geffert – *Business, Pastry,
Butchery*
Kathi Murphy – *Health*
Melanie Taylor – *Pharmacy, Dental,
Medical Secretary*
Raymond Yu – *TOS*

Technical Support Personnel

Catherine Ross (*Health*)
Cory Weaver (*Food*)
Brian Poon (*Food*)
Tara Marchand (*Food*)
Sylvain Fontaine (*Maintenance*)

OFFICE HOURS 8:00 am – 5:00 pm



LESTER B. PEARSON
PACC Vocational Training

Lester B. Pearson School Board
Commission scolaire Lester-B.-Pearson

2022-2023

2
0
2
2

Juillet/July

L/M	M/T	M/W	J/TH	V/F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Août/August

L/M	M/T	M/W	J/TH	V/F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Septembre/September

L/M	M/T	M/W	J/TH	V/F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Octobre/October

L/M	M/T	M/W	J/TH	V/F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Novembre/November

L/M	M/T	M/W	J/TH	V/F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Décembre/December

L/M	M/T	M/W	J/TH	V/F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

2
0
2
3

Janvier/January

L/M	M/T	M/W	J/TH	V/F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Février/February

L/M	M/T	M/W	J/TH	V/F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

Mars/March

L/M	M/T	M/W	J/TH	V/F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Avril/April

L/M	M/T	M/W	J/TH	V/F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Mai/May

L/M	M/T	M/W	J/TH	V/F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Juin/June

L/M	M/T	M/W	J/TH	V/F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- Fixed Boardwide Professional Day
- Teacher's convention
- Holidays

School Board shutdown July 18-29
First day for teachers: 24-Aug-22

Board Level Ped. Days	4
Centre Level Ped. Days	5
Total	9
Teacher holidays (pre-determined)	17

Contract Dates

1st 100 days: 24 August - 26 January
2nd 100 days: 27 January - 29 June

Reminder: April 11, 2023 ped day there is no support staff in the building. January 9 and June 30 - Centre is open, holiday for teachers and students.

PROFESSIONAL DAYS

September 19th, 2022
October 14th, 2022
November 11th, 2022
November 28th, 2022
December 23rd, 2022
January 30th, 2023
February 17th, 2023
April 11th, 2023
May 12th, 2023

HOLIDAYS

Classes will not be held on the following holidays:

Canada Day	July 1, 2022
Summer Break – Vocational	August 1 – 12, 2022
Labour Day	September 5, 2022
Thanksgiving	October 10, 2022
Christmas Break	Dec. 26, 2022 – Jan. 6, 2023
Vacation Day (students/teachers)	January 9, 2023
March Break	March 6 – March 10, 2023
Easter	April 7 to April 11, 2023
National Patriots’ Day	May 22, 2023
St-Jean Baptiste	June 23, 2023
Vacation Day (students/teachers)	June 30, 2023

WELCOME TO PEARSON ADULT AND CAREER CENTRE

VOCATIONAL programs available at PEARSON ADULT AND CAREER CENTRE

Health Assistance and Nursing (DVS)	Professional Cooking (DVS)
Institutional and Home Care Assistance (DVS)	Market Cuisine (AVS)
Dental Assistance (DVS)	Food and Beverage Management (DVS)
Pharmacy Technical Assistance (DVS)	Pastry Making (DVS)
Accounting Studies (DVS)	Bread Making (DVS)
Secretarial Studies (DVS)	Retail Butchery (DVS)
Medical Secretary (AVS)	

DVS = Diploma of Vocational Studies AVS = Attestation of Vocational Studies

MISSION STATEMENT

Be here, get there! Educating for success.

VISION STATEMENT

PACC Career Centre is a professional and progressive Centre delivering quality training leading to careers by:

- Offering hands on learning experiences
- Supporting the personal development of students
- Investing in qualified industry professionals, committed to lifelong learning
- Promoting a culture of responsibility, inclusion, openness, and respect
- Partnering with community, industry, and associations

FEES

Tuition fees are paid by the Ministry of Education of Québec for all Québec residents who are qualified to enter a particular program.

Students are responsible for the cost of their student ID card, student handbook, locks, uniforms*, workbooks and costs for outside certification*.

(*these costs are program specific and determined by the supplier. Students will be informed an approximate cost upon registration.)

It is highly recommended that students purchase their own books and equipment as they will be needed throughout the program. Owning your books and equipment will allow you to use these resources outside of the Centre. A deposit will be asked of students who borrow books and/or equipment. Students are responsible for the replacement cost of any book/equipment that is not returned or is damaged.

In programs that require medical certificates, it is the responsibility of the student to take the necessary steps to complete these forms and have them available when classes begin. Students will not be allowed to participate in the stage portion of the program and may be removed from the program if the forms are not complete.

A receipt will be issued after payment of fees. All fees are to be paid by cash, money order, VISA, MasterCard or Interac prior to the start of the program. Certified cheques or money orders should be made out to PACC: Vocational

Student Letters: Students who require letters from the Centre administration must request the letter three days before it is required.

Refunds: All fees and materials are non-refundable.

STUDENT RESPONSIBILITIES

Attendance ✓

All competencies in each program have one credit for every 15 hours of study. Students are expected to complete all the assigned hours.

When possible, appointments should be made outside of class time. Any absence during a work-study competency may result in failure of that competency. Regular and punctual attendance is vital to the process of learning and essential for success in a course. To increase the likelihood of success, the teaching staff, administration, and resource services are dedicated to monitoring and helping students attend regularly and punctually.

When students register for a program or a competency, they are registering for the entire learning package.

Students are expected to arrive to class or work-study sessions on time. The Centre cannot provide long-term accommodation for late arrival or early departure. Please arrange your schedule prior to starting the program to ensure you can participate in the full program.

Students should contact the school when they are going to be absent. Excessive absences/lates/early departures during the program may result in students having to redo a competency or being asked to leave the program and return at a future date.

Evaluation of Student Learning and Performance



The evaluation of student learning and performance is designed to determine the degree to which students have met the objectives of a competency or a program.

Final evaluation will take place only when it is deemed the student has acquired the elements defined in a particular competency. To this end, students must successfully complete the assigned learning activities.

A DVS is only granted when a final evaluation has been completed for all competencies.

A final evaluation is used to officially determine whether a student has acquired proficiency in each competency. **The Ministry of Education rules state that students may not view a final exam after it has been handed in to be corrected.**

At times, where appropriate, parts of this evaluation can take place in the workplace setting and/or in a simulated setting. Some competencies are of a participatory nature; students must be present for all parts of the competency to pass the competency.



Examinations

A. Attendance at Examinations

Students who fail to take a scheduled examination without a valid medical or legal reason will forfeit their right to a retake.

B. Cheating

If a student is caught cheating or deliberately helps another student, they automatically fail the examination. No communication between students is allowed during an examination. Cell phones are prohibited during examinations.

Any incidence of cheating will be reported to the administration where decisions concerning dismissal from the competency, dismissal from the program or other sanctions will be made.

Remediation

The objective of remedial work is to encourage, help and support students who encounter difficulties during the learning process.

Remedial work is not intended to compensate for difficulties encountered by a student due to absenteeism.

Remedial work can be done by the student alone (work assigned by a teacher), with peer tutoring or with a teacher.

Rewrites/Retakes

A student who has not achieved the minimum performance standard of the final evaluation of a competency, may be allowed a rewrite/retake under the following conditions:

- student has less than 20% absenteeism for each section the competency (theory/practical)
- a first final evaluation has been attempted and failed
- the remedial work given by the teacher has been completed and indicates competency

If a student feels unready to write/carry out a first evaluation, arrangements must be made in advance with the teacher to postpone the testing. The evaluation may be rescheduled with another group where possible, but the time frame may not necessarily correspond with the end of the program in which the student is currently registered.

Student Responsibilities (Evaluation)

Students should:

- assume ownership of learning and evaluation criteria
- attend classes on time and regularly to ensure having the best chance of success in your chosen program
- submit work on time
- accept feedback from teachers as a positive contribution to success
- inform the teacher that you are having difficulty before it becomes overwhelming
- participate actively and fully in learning situations
- inform the administration of a known learning disability
- inform your teacher a minimum of 48hrs prior to exams if you have permission for additional time for exams.
- participate in evaluation honestly
- be open to remediation if a first evaluation attempt is not successful
- take advantage of any remedial work that is available by completing assignments or by being present at a review session
- be prepared to reintegrate with another group if required to repeat a competency

Guidance Services



The Guidance Counselor encourages and promotes students' emotional, social, and academic development by offering personal, vocational, and educational counseling. Students can make appointments to see the guidance counselor as the need arises by contacting the Guidance Counsellor by phone or by email.

Course Outlines

Students will receive an outline for each competency in which they are registered. These outlines detail the competency content, objectives, the evaluation system used and teacher contact information.

Results Review

Anyone wishing to have results reviewed must consult the teacher who did the evaluation. If a teacher cannot be contacted or an agreement is not reached, the student may pursue a formal review with a written request to administration. A first exam will not be reviewed if the student received a pass on the rewrite.

Student Ombudsman



In accordance with the Education Act, the Lester B. Pearson School Board has appointed a Student Ombudsman to help resolve grievances that students may have. Before complaints receive the attention of the ombudsman, they must go through the normal appeals process. Please refer to the School Board website: www.lbpsb.qc.ca for more information.

****Please note:** Students 18 years of age and older must represent themselves in any proceedings brought to the Student Ombudsman.

At the local level, students must first attempt to resolve issues directly with their teachers in a mutually agreeable way. In the event of a serious impasse, students can bring it to the attention of their administrator.

Suspension of Studies

A student may be asked to suspend his/her studies for the following reasons:

1. poor attendance
2. failed competencies exceeding 20% of the PROGRAM hours
3. inappropriate conduct; including bullying of any type
4. alcohol or drug use
5. possession of any weapon on school property
6. refusal to comply with the rules or code of conduct of the Centre
7. refusal to comply with the LBPSB Safe School Policy (available on the web site)

Dress Code

Students are expected to dress professionally for the workplace while in school and at the workplace. In some programs, this may include wearing a uniform, removing nail polish and all visible jewelry, including tongue and facial piercings. Departments set the standards for classroom/lab/work-study attire according to the needs for sanitation and safety, as well as industry expectations. The instructor retains the right to refuse a student entry into class when dress requirements are not followed. Continued failure to comply with these rules may result in being asked to suspend your studies.

Immunizations

Health students must be able to show proof of all necessary immunizations prior to stage. Failure to have the necessary immunizations will result in the student not being allowed on stage.

Smoking

There is legislation banning smoking on all school/Centre grounds. Failure to comply may result in fines. In addition, the Council of Commissioners has adopted a resolution (06-09-15) always prohibiting smoking on all properties of the Board. Students must go to the sidewalk to smoke. This also applies to electronic cigarettes.

Parking Lot

There are two separate parking lots in the front of the building on George Street. The large lot along George Street is for staff and visitors only, and the lot on the west side of the building is for students. Students wishing to apply for a spot in the student lot should fill out a form which is available at the reception on the second floor. Accepted applicants will be charged \$40 for a period of four months at which time they will have to reapply. **Anyone parking in either lot without a valid sticker will be towed at the owner's expense.** The student lot will close at **5 pm**; evening students may therefore park in the staff parking lot after 3:00 pm. There is additional parking at the city parking lot at the corner of Central and Raymond which is open to all.

The parking lot in the rear of the building is for assigned staff, dining room and store customers only. All unauthorized vehicles will be towed at the owner's expense.

Lockers

Each student will be assigned a locker and will receive a lock. Only school locks are approved for use in the Centre; all other locks will be removed. Please write down the combination in 3 places as a new school lock will cost \$10.

Money and valuables should never be left in lockers **as the Centre does not assume responsibility for loss or theft. The administration reserves the right to open and inspect student lockers.**

Student Card

A student card is mandatory for all students. You may be asked at any time to show your card as proof of your status as a student at PACC. Lost cards must be reported immediately, and a new one can be issued at a cost of \$10 which you can pick up at the registration office.

Food / Lunchroom

For security and hygiene purposes, food and drink are only permitted in assigned areas.

Visitors

Access to the Centre is strictly for registered students. Visitors must report to the reception on the second floor.

Computer Labs

Food and beverages are not allowed in computer labs. Students are responsible for keeping their workstations clean and orderly. Immediately report any malfunctions with your computer to the teacher.

Internet Use

Students must respect the teachers' directives regarding internet use and internet research. The LBPSB Policy on Appropriate Use of Digital Communication will apply (available on the LBPSB website, www.lbpsb.qc.ca). Students must sign the Technology Permission Form on page 20 of this handbook.

Drugs and Alcoholic Beverages

Possession, use or sale of drugs or alcohol is banned in the Centre and is cause for dismissal. The LBPSB's Safe Schools Policy will apply (policy is available on the LBPSB website, www.lbpsb.qc.ca).

Audio-Equipment / Cellular Telephones

All students have responsibilities in terms of technology use according to the LBPSB Policy on the Appropriate Use of Digital Communications and Technologies, (www.lbpsb.qc.ca). These responsibilities include using Centre space and equipment as well as **personal devices** in an appropriate, responsible, and respectful way. At PACC, the use of portable audio devices and

cellular phones is not permitted in classrooms, laboratories or in workplaces during stage placements unless otherwise indicated by the teacher. For emergency situations, the teacher must be advised in advance and appropriate arrangements can be made. Teachers will require that cell phones be secured during evaluation sessions. Failure to follow these guidelines may lead to disciplinary measures being taken.

C.N.E.S.S.T.

Students on a non-remunerated stage in industry or hospital are covered by the C.N.E.S.S.T. However, all students attending the Centre are encouraged to purchase individual accident insurance. Students on Emploi Quebec must address C.N.E.S.S.T. claims to their agents.

All accidents occurring during centre-sanctioned activities must be reported and an accident report must be filled out by the teacher on duty.

Change of Address

Students must notify the administration of any change of address or telephone number. A special form for this purpose is included in this handbook on page 17.

Transcripts

Results are reported at the end of each competency. Official transcripts are issued from the Ministry twice a year in August and January. The transcript lists the competency in which the student was registered, and the final grade obtained. When students pass a rewrite, the failure that may have appeared on a transcript will be removed and only the final pass will be shown on the official document. Students can access their Ministry results by going to www.education.gouv.qc.ca and entering their permanent code and student fiche number.

Graduation Ceremony

In the fall and spring, ceremonies are held to honour students who have completed their studies during the past term. Families are invited to this event however due to space limitations each graduate may invite only 2 guests and there is a nominal charge for these tickets.

Emergency Closures

Any decision regarding the closure of school due to adverse weather conditions will be made before 6:30 a.m. The following stations will broadcast the appropriate message: CBM, CJAD/CHOM, CFCF and RDI/CBC/CBF.

Emergency / Fire and Evacuation – Procedures

1. Stay calm.
2. Do not attempt to put out the fire.
3. Pull the fire alarm closest to you.
4. Evacuate the area by the nearest exit.
5. Do not use the elevator.
6. Follow the directives given by Centre personnel and/or administration.
7. False setting of the fire alarm or refusal to evacuate is illegal and may result in serious fines

Remember to close your classroom door on your way out and follow the nearest exit direction indicated in the corridor. **PLEASE DO NOT RUN – WALK QUIETLY TO THE NEAREST EXIT.** Everyone must stay far away from the building so as not to impede access of emergency vehicles. There is absolutely no smoking allowed at this time, even on the street.

Students must remain quiet so that emergency instructions can be heard. Teachers will take attendance after evacuating the building. No one is to re-enter the building until instructed to do so by the administration.

Lock-down Procedure

1. Following a Code Red alert, stay extremely quiet
2. Turn off cell phones
3. Stay low and away from doors and windows and out of sight
4. Wait for teacher's instructions

Procedure in Case of Power Failure

1. Stay calm
2. Do not leave the area
3. Wait for instructions from your teacher

Safety and Security

Students using special tools, instruments and equipment for each program are expected to do so while respecting the proper method of operation to avoid accidents or damage to equipment.

Children are not permitted in the Centre and are not allowed to attend classes with their parents. Teachers will ask the student to leave immediately with the child.

Medication and Emergency Policy

The staff at P.A.C.C. cannot distribute or administer medication of any type to students. Students under a physician's care, who must take prescribed medications, are responsible for their regimen. Students with severe allergies are advised to carry an epi-pen and to train a fellow student in its use in the event they are not able to administer it themselves.

Students are advised that they should carry their Medicare cards with them while on Centre premises. We have been advised by Urgence Santé that this will speed up emergency procedures in the event a student needs to be treated.

Health professionals engaged as instructors in the Centre are not expected to assist in medical situations involving students or staff unless they are a first responder for the Centre.

First Responders

The list of first responders (staff members trained to respond in emergency situations) is posted in the main office and on every bulletin board. In the event medical help is needed, please find a first responder.

Accident Reports

All students must fill out a health record form indicating a contact number and person to call in case of an emergency.

Regardless of the severity, an accident report must be filled out the same day of an accident by the supervising teacher and returned to the administration. Witnesses and immediate supervisors will be required to validate the circumstances for School Board records. This procedure also applies for Work Study and the employer's CSST forms.

Urgence Santé Policy

The Centre Administration has the obligation to call Urgence Santé whenever a student needs medical attention. The student has the right to refuse medical attention once the response team arrives and must sign to this effect. Should the student be taken to a medical facility, the student will be invoiced for the service. The Centre and/or the School Board are not liable for the charge.

Code of Conduct

At registration, students are asked to sign a form indicating that they are aware of the expected conduct within the Centre and that they are responsible for familiarizing themselves with all the LBPSB's policies, which are available on the LBPSB website: www.lbpsb.qc.ca. A sample of the Code of Conduct is attached on the last page.

Policies at Lester B. Pearson School Board

The Lester B. Pearson School Board and schools are governed by various policies that have been adopted by the Council of Commissioners after consultation with its stakeholders. For the full versions of the policies you may go to <https://www.lbpsb.qc.ca/council-of-commissioners/policies-and-by-laws>

Below is a list of some of the policies that govern many aspects of our Centre which we reference within this handbook.

- 2.11** Appropriate use of Digital Resources and Technologies | Politique concernant l'utilisation appropriée des ressources et des technologies numériques
- 3.8:** Extracurricular Activities and Field Trip
- 3.3:** Evaluation of Student Learning
- 2.7:** Safe and Caring Schools | Politique de sécurité scolaire
- 2.12:** School and Continuing Education Fees | Politique sur les frais scolaires et de formation professionnelle
- 6.09:** Tobacco, Drugs and Alcohol | Politique sur le tabac, les drogues et l'alcool
- 2.13:** Video Surveillance | Politique en matière de surveillance vidéo

Annex

HEALTH & SOCIAL PROGRAMS SERVICES

Need help? Dial one of these emergency numbers		
Montreal Sexual Assault Centre	Montreal 514-933-9007 Provincially 1-888-933-9007	24h / 7 days
Suicide Action Montreal	1-866-277-3553	24h / 7 days
Drug Help and Referral Montréal	Montreal 514-527-2626 Provincially 1-800-265-2626	24h / 7 days
Pavillon Foster – Alcohol, Drug and Problem Gambling	514-486-1304	
Gambling Help and Referral Montréal	514-527-0140	24h / 7 days
Gay line REISA	514-886-5090 1888-505-1010	
Info Gang	514-493-4104	
S.O.S. Conjugale Violence	514-873-9010	24h / 7 days
AMI Quebec, includes Grief and bereavement numbers	514-486-1448	
Information and Referral CENTRE of Greater Montreal (shelter, food etc)	514-527-1375 Social needs: 2-1-1	5 days 8 am to 6 pm 7 days a week
Pregnancy Hotline	514-271-0554	9 – 5 pm
Action on Mental Illness (AMI Quebec)	514-486-1448	
Depressed Anonymous	514-278-2130	8:00 – 24:00, 7 days



EMERGENCY HEALTH RECORD

Name: _____

Please print

I agree to provide the following health information:

_____ Date

_____ Student Signature

PROGRAM: _____ GROUP: _____ START DATE: _____

E-mail: _____

Name of contact person in case of an emergency: _____

Relationship: _____ Telephone: () _____

STUDENT HEALTH RECORD: 2020-2021

HEALTH PROBLEMS	YES	NO	MEDICATION		RECOMMENDATION
			YES	NO	
Vision					
Hearing					
Diabetes					
Epilepsy					
Cardio-Vascular disorders					
Neurological disorders					
Asthma					
Gastrointestinal problems					
Blood disorders					
Other(s) specify:					

ALLERGY(IES)

peanuts feathers eggs antibiotic insect bites others

Specify: _____

Type of reaction: _____

Medication used: Epi-pen Cortisone Others :

Specify: _____

CHANGE OF ADDRESS

PROGRAM: _____

GROUP: _____

Name: _____ Please print	Surname: _____ Please print
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OLD ADDRESS:

_____ ADDRESS	_____ STREET	_____ APT
_____ CITY	_____ PROVINCE	_____ POSTAL CODE
TEL: ()	e-mail address:	

NEW ADDRESS:

as of

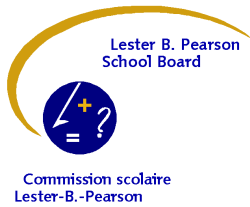
DATE

_____ ADDRESS	_____ STREET	_____ APT
_____ CITY	_____ PROVINCE	_____ POSTAL CODE
TEL.: ()	e-mail address:	

Signature

Date

P.S. Please return this form to the main office.



Conditions of Use of the Lester B. Pearson School Board Computer Network Consent Forms

TECHNOLOGY PERMISSION FORM

Dear PACC Student,

PACC is fortunate to have access to technology such as computers, mobile technologies, audio visual tools, etc., which includes internet and email capabilities. We believe it is important for students to learn the responsible use of these valuable resources, which will greatly enhance their learning environment.

Although our school board uses practical means to screen out inappropriate material, there is always a possibility that students may come across text or images that are not consistent with our educational goals and values. While providing students with protection from accidental exposure to such materials is impossible, we believe that the benefits of using this medium far outweigh the risks.

The use of the school's technology equipment and network is a right accorded to all students, however, they are expected to conduct themselves responsibly and politely. Attached is the *LBPSB Digital Rights and Responsibilities*. We ask that you become familiar with this document.

I have reviewed the guidelines herein for acceptable use of digital communications & technology and agree to abide by them. I understand that any violation of these rules will result in sanctions as outlined in the Appropriate Use of Digital Communications and Technology Policy.

Student's Name: _____
(please print)

Parent/Guardian Name: _____
(please print – for students under 18 yrs.)

Student Signature: _____

Parent/Guardian Signature: _____
(for students under 18 yrs.)

Date: _____

Addendum B

Digital Rights and Responsibilities

Digital citizenship involves understanding the social, ethical and legal issues relating to all aspects of technology, in order to use it appropriately and effectively. There are rights and responsibilities that go hand in hand with being a good digital citizen. The rights and responsibilities listed below apply to all users of the Lester B. Pearson School Board network.

I have the **RIGHT** to:

- learn and work in a safe, appropriate, and secure environment free from harassment *
- use the school board network for educational purposes
- be respected as an individual
- express opinions, ideas and feelings, while keeping in mind the rights of others
- have my digital identity protected from unauthorized use
- have managed access to the internet **
- report any action interfering with a safe learning environment to the appropriate authority

I have the **RESPONSIBILITY** to:

- contribute to a positive culture of learning
- use school/centre space and equipment, as well as personal devices, in an appropriate, responsible and respectful way
- respect others and their right to privacy
- practice safe, appropriate and legal and responsible use of information and technology
- protect my personal information and that of others
- engage in technology use for educational purposes and respect for educational value

* Please refer to the definition of *harassment* as defined in the Lester B. Pearson School Board's Policy on Safe and Caring Schools (pages 5-6). In the context of digital rights and responsibilities, examples of harassment would include, but are not limited to: cyberbullying, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, sexist or illegal material.

** The *internet* refers to the worldwide system of computer networks, linked by a broad range of electronic, wireless and optical networking technologies.



Student Media Release Consent Form

School Year 2021-2022

Please ensure that one box is checked for Part 1 and one box is checked for Part 2

Part 1: Photo/Video/Audio/Works (PVAW)

I, _____, hereby agree and give my permission for the
(Name of parent/guardian if student is a minor. Name of student if an adult, 18 years of age or older.)

Lester B. Pearson School Board and/or its schools/centres, to record (audio/video), copy, film or photograph, my name, image, student work, and performance (**hereinafter collectively referred to as "Works"**) and to distribute these Works for the purpose of publishing, posting on LBPSB/school/centre websites, posting in schools/centres, posting on LBPSB/school/centre social media sites and/or for broadcasting on television or radio as determined by the Lester B. Pearson School Board and its schools/centres.

I hereby waive any right to approve the use of these Works now or in the future, whether the use is known to me or unknown, and I waive any right to claim royalties from the Lester B. Pearson School Board related to the use of these Works. I understand that the Works may appear in electronic form on the Internet or in other publications outside of the LBPSB's control. I agree that I will not hold the Lester B. Pearson School Board responsible for such unauthorized reproduction.

- Please mark this box if you **AGREE** that your/your child's Works may be published/posted/viewed by the Lester B. Pearson School Board and/or its schools/centres.
- Please mark this box if you **DO NOT WISH** your/your child's Works to be published/posted/viewed by the Lester B. Pearson School Board and/or its schools/centres.

Part 2: Media Outlets

I also understand that external media organizations may attend LBPSB/school/centre events. I give permission for my/my child's name, image, student work, and performance to be recorded (audio/video), copied, filmed or photographed for the purpose of being published and/or broadcast on-line, on television or radio.

- Please mark this box if you **AGREE** that your/your child's Works may be published or broadcast by organizations external to the Lester B. Pearson School Board.
- Please mark this box if you **DO NOT WISH** your/your child's Works to be published or broadcast by organizations external to the Lester B. Pearson School Board.

I have read this Media Release Consent Form and I fully understand the contents and meaning of this release.

Student's Name: _____ Program: _____

School: _____

Student's Signature (If of age:) _____

Parent's/Guardian's Name: _____

Parent's/Guardian's Signature (If student is a minor): _____

Date: _____



“All members of the school /Centre community must treat one another with dignity and respect at all times.”

CODE OF CONDUCT

1. Students are expected to dress in a professional manner and to wear the uniform prescribed by their respective program. Teachers reserve the right to refuse entry to a student who is not appropriately dressed.
2. Students must always demonstrate professional behavior, showing respect and courtesy to fellow students, teachers and centre staff – the type of behavior that is also expected in a work environment.
3. Smoking on Centre property is absolutely forbidden and may result in fines.
4. Use or possession of controlled substances (marijuana, alcohol, etc.) is absolutely forbidden.
5. Students must use acceptable verbal, non-verbal, and written communication at all times.
6. Threatening another person, violence, theft, vandalism, intentional damage, and misuse of school property will be dealt with through law enforcement.
7. Weapons of any kind are not permitted in and around the Centre.
8. Electronic devices may not be used to invade or threaten personal privacy.
9. Administration has the right to search personal belongings, i.e. locker and personal effects.
10. I.D. badges must be worn and visible at all times.
11. Students are expected to attend all classes and class activities. If a student misses a significant portion of a competency they may be asked to leave the program or be required to redo the competency at a later date.
12. Students are expected to arrive on time and stay for the entire class. Teachers have the right to refuse entry to a student who is late.

Please note:

- *In signing this Code of Conduct, students are attesting to having read, and accepting the information in the Student Handbook and the [Evaluation Policy](#).*
- *Students are also responsible for being aware of the following LBPSB policies found on the board's website, www.lbpsb.qc.ca:*
 - ✓ Appropriate use of digital communications and technologies
 - ✓ Tobacco, Drugs and Alcohol
 - ✓ Policy on Safe and Caring Schools

I, _____, agree to respect the information in the Student Handbook, Evaluation Policy and this Code of Conduct.

Student Signature

Date