

Lord Beaverbrook High School Student, Parent, Guardian Information Handbook 2024/2025



Lord Beaverbrook High School
9019 Fairmount Drive S.E.
Calgary, T2H 0Z4
Phone: 403-259-5585
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Email: LordBeaverbrook@cbe.ab.ca
Website: <https://lordbeaverbrook.cbe.ab.ca/>

Lord Beaverbrook High School Block Schedule

Period	Monday	Tuesday	Wednesday	Thursday	Friday
7:37 - 8:58 (81 mins)	J Block	J Block	J Block	J Block	J Block
8:58 - 9:24 (26 min)	Tutorials	Tutorials	Tutorials	Tutorials	Tutorials
9:25 - 10:46 (81 min)	1	2	1	2	1 9:25 - 10:28 (63 mins)
10:50 - 12:11 (81 min)	2	1	2	1	2 10:32 - 11:35 (63 mins)
12:11 - 12:44 (33 min)	Lunch Break				Nutrition Break 11:35 - 11:55 (20 min)
12:44 - 2:05 (81 min)	3	4	3	4	3 11:55 - 12:58 (63 mins)
2:09 - 3:30 (81 min)	4	3	4	3	4 1:02 - 2:05 (63 mins)
3:34 - 4:55 (81 min)	K Block	K Block	K Block	K Block	K Block 2:09 - 3:12 (63 mins)

“Everything to the Best of One’s Ability”

Core Values

- Respect
- Integrity
- Honesty
- Relationships
- Trust
- Happiness

Core Purpose

- To actively engage people to develop skills and personal qualities needed for fulfilling meaningful lives.
- Our expectation for students
- Care for themselves.
- Care for others.
- Care for the school and school community.
- School Goals
- Increase student success and well-being
- Increase high school completion



School Administration

Principal

- David Sparrow

Assistant Principals:

- Jovan Vujinovic Surnames - A - G
- Michele Konschuh Surnames - H - O
- Michelle Finley Surnames - P – Z

Student Services

Students are assigned to counsellors alphabetically. Appointments are booked between 8:30 a.m. and 4:00 p.m. in the Guidance Office. Parents are invited to make appointments with counsellors by contacting the Guidance Administrative Assistant at (403) 259-5585 ext. 2410.

Counsellors assist students by providing information and counselling in the following areas:

- Educational planning - course selection and graduation requirements, credit recovery, career exploration, post-secondary planning, "life after high school," scholarships, bursaries and awards, personal and social issues

Counsellors:

- Ms. Mensink Surnames - A - G and Learning Leader
- Ms. Howie Surnames - H - O
- Mr. Loach Surnames - P – Z and Learning Leader K&E

Individualized Program Plans – M.J. Sorensen msorensen@cbe.ab.ca

Indigenous Student Graduation Coach – Judy Wilkins - jawilkins@cbe.ab.ca

Guidance Administrative Assistant - Andrea Bilton - albilton@cbe.ab.ca

Trellis Youth Success Coach: Kaila Mtetwa-Gray - kmtetwa-gray@growwithtrellis.ca

School Resource Officer

The role of the Resource Officer is to provide guidance and act as a legal resource for teachers, students, parents/guardians, and the community at large. Part of this role is to encourage communication and greater understanding among young people and the Calgary Police Service. The School Resource Officer can be contacted through the main office.

A Parents Best Source of Immediate Information – Click on the Links

For up-to-date information regarding attendance, grades, names of teachers and much more

<https://sis.cbe.ab.ca/public/home.html>



Procedures and Policies

The [Education Act of Alberta](#)

Student responsibilities:

31 A student, as a partner in education, has the responsibility to:

- (a) attend school regularly and punctually,
- (b) be ready to learn and actively engage in and diligently pursue the student's education,
- (c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- (d) respect the rights of others in the school,
- (e) refrain from, report, and not tolerate bullying or bullying behavior directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- (f) comply with the rules of the school and the policies of the board,
- (g) co-operate with everyone authorized by the board to provide education programs and other services,
- (h) be accountable to the student's teachers and other school staff for the student's conduct, and
- (i) positively contribute to the student's school and community.

Parent responsibilities:

32 A parent has the prior right to choose the kind of education that shall be provided to the parent's child, and as a partner in education, has the responsibility to

- (a) act as the primary guide and decision-maker with respect to the child's education,
- (b) take an active role in the child's educational success, including assisting the child in complying with section 31,
- (c) ensure that the child attends school regularly,
- (d) ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- (e) co-operate and collaborate with school staff to support the delivery of supports and services to the child
- (f) encourage, foster, and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- (g) engage in the child's school community.

Age 18 is the legal age of majority in Alberta, which affects the rights of parents of students who reach majority to receive certain information from the Calgary Board of Education (CBE) and CBE schools concerning that student. When a student reaches majority, they become an 'Independent Student' under the Education Act. The Freedom of Information and Protection of Privacy Act (FOIP Act) of Alberta prevents the CBE from disclosing personal information concerning an Independent Student to any persons (other than that individual), including to the parent, unless the individual consents in writing. Without such written consent being received by the CBE from the Independent Student, CBE is not able to share personal information with the parent concerning the



Independent Student. Such information includes attendance records, parent/teacher conferences, field trips, suspensions, report cards and similar matters. The required consent form is available from the Guidance Office.

[CBE Administrative Regulations and Governance Policies](#)

Please click on the link (title) above for direct access to these documents. Please take the time to review the Administrative Regulations below, which are among the most frequently referenced in the day-to-day operations of LBHS.

6000	Independent Students
6002	Student Health Services
6004	Animals in Schools
6005	Student Code of Conduct
6006	Progressive Student Discipline
6007	Suspension and Expulsion
6009	School Safety Patrols
6010	Standards of Dress and Grooming
6014	Student Searches
6016	Child Abuse
6020	Attendance of Students
6021	Course Challenge
6024	Student Records
6031	Welcoming, Caring, Respectful and Safe Learning and Work Environments
6047	Vandalism and Damage to School Property
6090	Child and Student Registration and Admission
6091	School Transfers
6093	Fourth Year of High School
6095	Student Transportation
7005	School Fees
7007	Musical Instruments
7008	School-Based Fund Raising



5001	School Councils and School/Parent Societies
5002	Responsibilities of Parents
5003	Volunteers
5007	Concerns and Complaints
5008	Appeals
NEW 6008	Student Personal Mobile Devices

Unacceptable Behavior

The response of school personnel to “unacceptable student behavior” is guided by [CBE Governance Policies, Administrative Regulations](#), and the [Education Act of Alberta](#).

At Lord Beaverbrook students are expected to “respect the rights and property of others,” in particular the right to learn and the right to feel safe and secure. Involvement in activities which do not uphold the code of conduct, duties, and responsibilities, (including electronic forms of communication) may result in progressive disciplinary action. While it is impossible to outline exactly how the school will respond in each and every discipline situation, students who are involved with: fighting; uttering threats; intimidation; harassment, electronic harassment (messaging, email, photographs, recordings); bullying; weapons; use, possession of, distribution of or active contact with illicit drugs, involvement with or collection of money for any purpose, including gambling, use of or possession of alcohol, tobacco, illicit drugs or inhalants including vaping, in school or on school board property or in the context of any school-related activity, can anticipate an immediate response from school personnel or the School Resource Officer.

While the initial responsibility to resolve incidents rests with students, parents and teachers working in partnership, on occasion, unacceptable student behavior may result in a referral to the office to meet with an Assistant Principal. Disciplinary action may result in loss of access to services and privileges around the school or on school or guest networks; requirement to meet with a teacher before or after school; a referral for counselling or recommendation to parents for intervention either within Lord Beaverbrook High School and/or external agencies; in-school suspension, suspension from school for a period of up to and including five days, or, suspension with a recommendation for expulsion to CBE Suspensions.

Substance Use and Gambling Policy

The distribution of or active contact with illicit drugs, alcohol or inhalants, use of tobacco, tobacco related products (e.g., snuff, chewing tobacco), vaping, gambling, and participation in games of chance for money or other items of value are prohibited, while on school property, at school events and on transportation to and from school.



School Dress Code

As part of the expectation of courtesy and respect, all students must adhere to reasonable and respectable standards in dressing and grooming for a focused working and learning environment. Clothing needs to facilitate comfortable interaction within the school community. Students should be sensitive to the values and expectations of the community and should strive to offend no one by their attire. Dress should be modest, appropriate for the school setting and conducive to a safe environment. Clothing deemed to be inappropriate may include messages that display or promote the following are unacceptable: discrimination, hatred or violence, profanity or obscene gestures, the use of alcohol or drugs, or gang affiliations.

CHANGE OF PERSONAL INFORMATION: Please ensure the school has current contact information for reaching a parent or guardian during the school day. This is important in case of student injury or illness during the day. You may reach the main office at (403) 259-5585

Academic Policies

Course Load-Spares

Grade 10 students must maintain a full course load (8 courses) achieving at least 40 credits; no spares.

Grade 11 students must register for and maintain a course load of at least 7.5 courses that would have the student achieve at least 38 credits including CALM credits. Students may have one full course spare during the full year.

Grade 12 students must register for and maintain a course load of at least 7 courses that would have the student achieving at least 35 credits. Students may have one full course spare during the full year unless their credit count is projected to be greater than 112. Only in specific circumstances may it be considered that a student be granted two full course spares, one in each semester. Requests would be considered individually and reviewed by Guidance and School Administration. Students on receipt of two full course spares must meet the following criteria: no issues related to school attendance; meeting stated expectation in the LBHS school code of conduct; proven record of student achievement.

Students who have a spare period in their timetable are not to interrupt classes in session. They must be in the Learning Commons for quiet work, in the student cafeteria or east courtyard, or leave the building.

Repeating Courses

Students at Lord Beaverbrook High School can repeat a failed course only if space and resources allow. Priority is given to students completing courses for the first time or to students graduating. Students who fail a course will not be permitted to repeat the same course within that academic year. Failing a course more than once may result in the school directing the student to an alternate method of course delivery or program.



Students are not permitted to enroll in a course for a third time at LBHS. Grade 12 students will be enrolled in grade 10 courses only in exceptional circumstances.

Course Changes

Student timetables are created based on individual student course requests and high school diploma requirements. Students are expected to do the work required to be successful in each course and to attend their scheduled courses daily. Course change dates will be adhered to each semester. Course changes will not be considered after the course change date except under unusual circumstances via a conversation with counsellor, Assistant Principal, teacher, and Learning Leader. Parents/Guardians, and students will be consulted. Recommendations for course sequence are made by teachers based on the learning needs of the student and the desire for student success. If a course recommendation is not followed, there will be limited opportunity to accommodate course change.

Course Withdrawals

Course withdrawals will not be considered after the published course withdrawal deadline each semester. Students requesting withdrawal from a course must first meet with their counsellor to discuss the suitability of the request and to begin the appropriate process. In exceptional circumstances, it may be agreed between the Student, Teacher, Learning Leader, Parent, Counsellor, and Assistant Principal after the published course withdrawal deadline that it would be appropriate for the student to be withdrawn from the course. Students are expected to attend the class until approval for the withdrawal has been granted via the process outlined above. Grade ten students are not allowed to drop courses, except in exceptional circumstances. If a student's course load drops below minimum course enrollment, they may be removed from enrollment at LBHS for that semester. Course withdrawal dates will be adhered to each semester.

Course Challenges, Course Waivers

Course challenges and course waivers can be approved only through the Principal. This process is established by the Guide to Education. There are courses excluded from the challenge and waiver process. Along with portfolio evidence from the student, a consultation process including the Principal, Student, Parents, Counsellor, and Teacher is held to determine the student's readiness. Students who are approved for a course challenge or course waiver are formally assessed by a certificated teacher, with expertise in the course, on the knowledge, skills, and attitudes of the learning outcomes of the Program of Studies for the course. For more information, see Guidance-Student Learning Services.

30-level course challenges are facilitated by the CBE and Calgary Catholic School Districts. 30-level language course challenges are offered twice per year in a centralized format. There are fall (October-November) and winter (February/March) sessions. A student can challenge one language course only per session. A student requests a 30-level language course challenge via their principal (or Assistant-Principal or guidance counsellor) at the beginning of the semester and by the deadline announced by the high school. The Language Course Challenge Consent Form must be signed and submitted to the student's principal (or designated staff member) no later than the date set by the



school in early October (fall), or early February (winter). Students should inquire about their school's deadline well in advance.

Further information about the timeline and process can be found here:

<https://cbe.ab.ca/programs/program-options/language-programs/Documents/French-Intl-Languages-Course-Challenge-Guide-Students-Family.pdf>

Course Transfer Points

Course transfer points between course sequences are set by Alberta Education (Guide to Education).

<https://www.alberta.ca/education-guide-transfer-points-and-course-sequences-for-senior-high-school>

When considering course transfers between course sequences, students should seek the support of their Guidance Counsellor. Decisions to transfer between course sequences are made collaboratively between the student, parent, guardian, Guidance Counsellor and potentially Learning Leader or Assistant Principal.

Passing Marks

50% is the minimum passing mark that entitles a student to move into the next course in that sequence. While a final mark of 50% entitles a student to move into the next course in that sequence, doing so may not lead to student success. Teacher recommendations may differ from this and should be informed by review of:

1. Attendance - regular or irregular pattern of attendance
2. Assignments - achievement, quality, and rate of completion
3. Assessments of and for learning
4. Writing - quality
5. Meeting stated expectations in LBHS School Code of Conduct.

Student transfers to alternate course sequences must align with approved course transfer points and policy as found in the Guide to Education.

Grade 12 English Language Arts/Social Studies - Diploma Course Sequence Changes Early in the semester, teachers will have communication with families in relation to their course sequence recommendation. Alberta Education gives a date each semester by which all course sequence changes (i.e. English Language Arts 30-1 to 30-2, Social Studies 30-1 to 30-2) must be completed. This published date will be communicated with students and is also posted under "important dates" at this site [click here](#). Any course sequence changes after the published date will be confirmed with the Learning Leader, and Assistant Principal.

CTS

In all CTS courses, students must complete all 5 credits for each class to move to the next course level (10 to 20, 20 to 30). An exception may be made for students with 4 out of 5 credits in consultation with the Learning Leader and at the discretion of the receiving teacher as well as the preceding course teacher. The 10-level course is a pre-requisite for the 20-level course. The 20-level course is a pre-requisite for the 30-level course.

Plagiarism



At Lord Beaverbrook High School, students are expected to be honest and ethically responsible citizens. Plagiarism is the presentation of another person's or artificial intelligence's ideas or work as one's own without acknowledging the source of the material. This is intellectual misappropriation and a serious offense. Plagiarized assignments will be recorded as a zero grade. Parents or guardians will be notified. For examples of how to properly cite materials, please visit with website below:

<https://owl.english.purdue.edu/owl/resource/560/01/>

Scholarships

There are numerous scholarships, bursaries, and awards available to students based on academic achievement, citizenship and/or financial need. A scholarship bulletin that lists available scholarships is published monthly in Guidance/Student Services, is posted on the Scholarship Board, and is available on our website. Most scholarships are applied for in the Grade 12 year; however, grade 10 and 11 students should plan for their graduating year. Please make an appointment with your counsellor to discuss scholarships in detail.

Participation in the Graduation Ceremony/Banquet

Participation in Graduation Ceremonies requires students to: meet the Alberta Education requirements for a High School Diploma, Certificate of High School Achievement, Certificate of High School Completion; be a student in good standing according to the school's code of conduct; pay the required graduation fee. Individual cases will be considered on their own merits. A date will be established each school year to post the graduation list. The graduation list will be posted about three weeks before the ceremony. Students not meeting expectations for participation in the graduation ceremony can attend the graduation banquet at the discretion of Administration.

Fourth Year Applications

Students are expected to complete high school within three years. On rare occasions, for exceptional circumstances, fourth year applications are received and considered. Fourth year applications should be discussed with the Guidance Counselor and Assistant Principal and will be accepted or denied by the Principal. The decision to approve or deny a fourth-year application is guided by [CBE Administrative Regulation 6093](http://www.cbe.ab.ca/GovernancePolicies/AR6093.pdf)—Fourth Year of High School and the availability of LBHS space and resources. <http://www.cbe.ab.ca/GovernancePolicies/AR6093.pdf>

Tutorial Support

Tutorial times are offered every morning 8:58 to 9:24 am. Teachers will be in their classrooms (communicated in course outline) and available to work with students. Tutorials may also be offered to students by appointment and arranged between the student and teacher during other times when teacher schedules permit.

Final Examinations

Students may not enter or leave the examination room without the consent of the supervising teacher(s).



Students will be seated in alphabetical order in all examinations.

Students must show picture ID to write their examinations.

Students who arrive over one hour after the examination will not be allowed to write it. Students who arrive late but within the first hour of exam start time may be allowed to write at the discretion of the Assistant Principal responsible for Examinations.

Students must sit a Final Examination within the specified time and may not hand in the examination paper until at least one hour of the examination time has elapsed.

Students must not wear hats, gloves, hoodies, or outerwear such as jackets, coats, and bulky boots during an examination. Students who refuse to take off these items will be removed from the examination room and will not receive credit for the exam. All bags and backpacks should be left at home or in the student's locker and will not be allowed in the exam rooms. Staff are not responsible for these items. Clear bottles of water with the label removed are permitted.

Cell phones or other electronic devices such as digital music players, watches, and iPods, are not permitted in the examination room. Students are to leave these devices at home. If the supervising teacher(s) finds the student in possession of these items while writing the examination, the electronic device will be confiscated. The student will continue to write the examination to completion. The incident will then be reported to school administration and Alberta Education. Instances where this has occurred have frequently resulted in the student not receiving credit for the examination.

Calculators required for mathematics and science exams will be cleared upon entrance to and exit from the exam as per Alberta Education policy. The covers of the calculators will be removed and placed on the floor below the examination desk.

Any breaches of examination security may result in the individuals involved not receiving credit for the examination. Alberta Education monitors all Diploma Examination results closely to disclose student cheating.

Students, who do not write a Final Examination at the scheduled time and who do not receive an exemption, will have the option of not receiving credit for their examination or, with Principal approval, writing the final examination at the next scheduled Final Examination period. Credit will only be awarded if the student completes the exam at the next scheduled Final Examination period.

Not receiving credit for a course can result from several factors, including failing to complete or receive credit for a final exam, engaging in dishonest behavior during assessments, or not meeting the required standards for the course. These actions can adversely impact a student's overall performance and may prevent successful completion of the course.



The main office will not be available for storage or supervision of student belongings during exams. Lockers and locks will be available for student use. Upon completion of each exam, students are expected to leave the building or wait in the student cafeteria to respect students still taking their exam.

Exemptions From Final Exams

The information presented below is consistent with Alberta Education policy. Final Examination exemptions may be considered for the following reasons: Acute medical illness; Bereavement; Severe inclement weather preventing access to the school; Subpoena to attend court; School or community emergency or crisis; Surgery; Other unavoidable circumstances - case by case determination;

Consistent with Alberta Education policy for Diploma Examinations, Final Examination exemptions will not be granted for students who are on vacation, attending a wedding or family event, or on an organized tour. In case of an exemption request, an official Request for Exemption from Writing Final Examinations form is to be completed by the student and parent or guardian and returned as soon as possible to the main office in addition to related documentation. This includes Physician Confirmation of Acute Medical Condition. Authorization for exemptions will be made by the Assistant Principal responsible for examinations for non-diploma exams and submitted to Alberta Education for authorization in the case of Diploma Exams. Teachers will not make individual arrangements with students and parents to write final exams. In cases where non-diploma exam exemptions are awarded, the class mark will comprise 100% of the grade.

LBHS Attendance Policy

At Lord Beaverbrook High School we believe that regular and punctual attendance is essential to student success in High School and guided by [Administrative Regulations](#), and the [Education Act of Alberta](#).

Lates

Students coming late to class lose valuable context and learning time and interfere with the learning of their classmates. Students are responsible for checking in with the teacher when arriving late to class to adjust attendance records. Lord Beaverbrook High School's goal is to promote the best conditions for learning and teaching and to foster habits that prepare students well for their futures. It is expected that all students be in class prepared to begin work at the beginning of the class (i.e., when the bell rings). Teachers have the agency to mark students as absent if they arrive after most of the class is completed or if they leave the class for longer than agreed upon with each teacher and miss a considerable amount of the class.

Leaving School During the Day

Parents of students under 18 are expected to phone in before the student leaves to excuse and explain these absences. 403-259-5585.

The following will guide actions taken to address student-attendance at school.



# of Un-Excused Absences	Action	Who
3	Teacher-student conversation Contact with parent/guardian - email or telephone	Teacher
4	Teacher-student conversation Direct Contact with parent, guardian - telephone	Teacher
5	Teacher formal referral to guidance Guidance-student conversation/contact parent, guardian Attendance Improvement Plan Created with parent/guardian involvement Two week follow up	Teacher Guidance
Greater than 5	Parent/Guardian meeting with Assistant Principal and Guidance Attendance Improvement Plan reviewed, updated Two week follow up	Assistant Principal and Guidance

An Extended Absence Form must be picked up in the main office, completed and submitted by the student to their Assistant Principal for absences of five or more consecutive days. These forms are available from the Main Office or website and must be submitted before an absence occurs.

Parent(s)/Guardian(s) are expected to contact the school attendance line and report the absence if a student is unable to attend any portion of the school day. Students are responsible for work missed during an absence (excused or unexcused). 403-259-5585
School Information

ID Policy

All students are required to always carry their ID cards or another form of picture ID while in the school and on school property. They must be able to produce or show their ID card to any staff member or School Resource Officer upon request. Students who forget or lose their school issued ID card will be required to purchase a replacement ID for \$5.00 from the Learning Commons.

Elevator Passes



Temporary access to the elevator is permitted for students due to injury, surgery, etc. A security deposit of \$20 is required and will be returned to the student when the key is returned to the Main Office. Keys will not be given out without the security deposit.

Learning Commons

The Lord Beaverbrook Learning Commons is open from 8:58 am to 3:30 pm (8:58 am-2:05 pm) on Fridays) for student research, reading and quiet study.

Students may bring water bottles to all areas. Food and drink are acceptable in designated areas only (look for signs) away from computers/technology if students are respectful and tidy up their area, using recycling and garbage bins.

Students must always carry their ID cards for identification and loans.

Visitors to LBHS

During normal operating hours 8:00 a.m.-4:00 p.m., (8:00 a.m.-3:00 p.m. on Fridays) Lord Beaverbrook High School is a closed campus. All visitors or guests must report directly to the main office. Individuals found on school property who do not have legitimate business with the school and who have not registered in the main office may be charged with Trespassing guided by [Administrative Regulations](#), and the [Education Act of Alberta](#).

Transportation

Calgary Transit System (CTS) provides bus service for senior high students, along with Southland Transportation providing bus service for special programs. Bus privileges may be revoked or suspended if student behavior is inappropriate.

Business Manager

For information on student parking passes, fees, lost textbooks, locker inquiries, and other business matters, see Mr. Slot in the Business Office. Fee information and fee waiver forms are available on the CBE website at [School Fees](#)

Student fees are due IN FULL before the end(s) of terms 1 and 3 of each semester (mid semester). Please see Mr. Slot in the Business Office to make other arrangements, if necessary, before this.

The purchase of special items by students registered in complimentary/CTS courses is required. Students who use materials to create projects for personal use will be charged the cost of materials. [FIND MY SCHOOL FEES](#)

Student parking fees are \$55.00 per year (subject to change year to year) collected after September 12. Second semester only parking fee is \$30.00 (subject to change year to year). [Click here](#) to access information regarding fees and waivers. [FIND MY SCHOOL FEES](#)

Student Parking

Students Park in the WEST parking lot only. The first three rows of the WEST lot (closest to school) are reserved for staff use only. The EAST parking lot is reserved for



staff – please do not drop off or pick up students in the EAST parking lot. There is no parking available on the north side of the building.

All vehicles must display their parking permit on their rear-view mirror while on school property. Cars will be ticketed by Calgary Parking Authority if no permit is displayed. Students are asked not to be in the student parking lot or in vehicles at lunchtime or during spare periods.

Lockers

The process for distribution of locks and lockers will be communicated on the first days of school in September. Students are responsible for the proper care of the locker and lock and may be held responsible for damages. Students are strongly encouraged not to leave items of value in their lockers and not to give their lock combination to anyone else. Students are responsible for the loss of personal items. Students are not to share lockers or lock combination with other students. Administration may investigate and search lockers as required, without prior notice. Please see Mr. Slot in the Business Office regarding locker issues after initial locker distribution in Homerooms.

Mobile Devices, Electronic Networkable Devices and Network Acceptable Use Policy
Please also refer to the LBHS website for supplemental and applicable information – [click here](#)

Personal Devices

Personal Mobile Devices users can take these steps to avoid interfering with learning and offending others and are expected to follow the expectations as described in AR 6008 [Student Personal Mobile Devices](#). Please note that it is never acceptable to transmit or record voice (conversations) or visual media of any staff, student, or guest of/at Lord Beaverbrook High School without explicit permission to do so, from all parties involved.

Suggestions for proper etiquette in the classroom:

Individual teachers have the right to set cell phone policies/expectations as described in AR 6008 [Student Personal Mobile Devices](#), for their classes and students for which students must comply. In addition, when in class and during instructional times, PMD's must be put away, and silenced. In most instances, turning your phone off may be the best solution.

Outside the classroom:

No cell phones in the main office, guidance office, theater, or other designated quiet places. People are trying to study or work. Keep your voice down and talk normally. Be polite! Be aware of your surroundings. Outside of the classroom, keep it private. Do not annoy people with your ring tone, keep the volume down or more importantly set your cell phone on vibrate. Stay away from ring tones that people might find offensive or annoying.

Digital Access and Responsibility

Electronic networkable devices and network access require teacher permission and supervision. Printing student work is allowed with staff permission. Students are not



able to print from personal devices. All students are eligible to receive an account. Usernames and domain are @educbe.ca. By utilizing the school's computers and/or the wireless network, the following agreement is accepted.

As with any personal belongings that a student brings to school, the school cannot be held responsible for personal electronic devices that are lost, stolen, or damaged.

Digital Citizenship requires having the knowledge, skills and attitudes needed to demonstrate responsible and respectful behavior when using technology (including personal devices) or participating in digital environments. Digital Citizenship goes beyond email and social networking etiquette and avoiding plagiarism to encompass all elements of digital engagement protecting private information, staying safe online, and knowing how to deal with bullying in the digital world, whether you are a target or a bystander.

Please be respectful of technology and the learning of others. If using school peripherals on a personal device, kindly return it to its original state and where it belongs. Please report vandalism, graffiti, and theft if you see it occurring. Be as respectful of the equipment as if it were your own. In the same vein, if the previous user has not been respectful, then please assist the school community by cleaning your area as the opportunity arises. Your fellow students will appreciate your consideration.

Acceptable Use of Electronic Information Resources

The privilege to use CBE devices, networks, or personal devices on the CBE Network, 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 on-going basis. The following acts and prohibited sites constitute inappropriate use and may endanger students, and/or damage the network, hardware, and/or software

Prohibited acts include:

- Accessing school network using a student device.
- 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 into other people's 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.
- 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 usernames and passwords for other people to use.



- Use of technology or the network to access sites/software not approved by staff.

Each issue related to inappropriate use is dealt with on an individual basis and breach of policy may result in loss of computer/personal electronic devices and/or network access privileges; School based progressive disciplinary consequences as per posted user agreement, including suspension; removal of material from all student drives; Police intervention and/or legal action.

Vandalism

Any computer vandalism requires administration and parent involvement. Cost of replacement and/or labor and parts to repair the technology may be charged to the student along with additional school consequences.

Network Monitoring

Students and parents should be aware that the CBE maintains electronic logs of computer activities to ensure the safety of students and to protect the learning environment. All CBE network accounts are subject to reasonable search. Users of the CBE network are not anonymous. Be aware that CBE computers and drives have monitoring software enabled. This allows school staff to monitor use.





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