



# Student Life Handbook



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## WELCOME TO BISHOP'S COLLEGE SCHOOL

It is my pleasure to welcome you to Bishop's College School.

Choosing BCS is one of the best decisions you have ever made. If you are a boarder, this is your "home away from home." Attending boarding school will be a very special time in your life. If you are a day student, you will be amazed at how much family means to us here. You are all now part of a tight-knit community, which is actually more like an extended family. Living and studying in a community is different from living at home and requires some additional guidelines and expectations. Respect for yourself, for others and for the community occurs at all times. We encourage students who require extra help, socially or academically, to seek extra support. It is available; you just have to ask.

Life-long friendships will begin the moment you step onto this beautiful campus. Eventually, when you leave, you will take with you an incredible array of experiences and memories, along with a profound sense of personal growth. BCS is where important lessons will be learned, both inside and outside of the classroom, on the playing fields and in the groups of which you will become a part. You will benefit from thought-provoking conversations, meeting people from around the world, and from learning to push yourself further than you thought was ever possible. A multitude of opportunities will be presented every day, and all you have to do in order to succeed is to have a positive attitude and the determination to strive to meet your full potential.

Everyone is welcome at BCS. The most important thing you can do is to get involved. By engaging in a wide variety of activities, you will find people who share the same passions. You will learn to become more independent and self-aware. You will come to appreciate the importance of respect and the value of hard work. Finally, you will leave Bishop's College School better off than when you first arrived. Albert Einstein once said, "The only source of knowledge is experience." Our hope is that through the many wonderful experiences you will have, the knowledge you gain about yourself and about others will make you a better person.

Sincerely,

Christopher Merritt  
Director of Student Life

## A CIVIL COMMUNITY

Above all else, it is expected that students will behave in a civil manner at all times, and in a way which will bring credit to both themselves and to the school.

BCS is committed to ensuring a community that is collegial and where students, staff, and volunteers may work in an atmosphere, which promotes equal opportunities and prohibits discrimination, intimidation, and abuse of any sort.

This commitment requires all members of the BCS community to show respect for others, and an appreciation of people's differences. We are a civil community at all times.

This commitment also implies that emotional or physical abuse will not be tolerated, and that any behaviour intended to intimidate or degrade others, or which creates an unsafe environment, will be subject to disciplinary action, and possibly even criminal charges when required.

The BCS Harassment Policy (located on the BCS Portal) is implemented in accordance with Bill 56, which clearly defines inappropriate behaviour and the steps one should take if they believe themselves to have been harassed.

BCS reserves the right to search any student's room, locker, or possessions if a student is suspected of having contravened school policy.

**Please note:** These expectations also apply to all school trips (academic, athletic, and extracurricular), and activities both on and off-campus, including travel to and from school.

## WELLNESS

**A short definition:** Wellness is a state or a process in which an individual is offered the possibility of making healthy choices and grow towards a fulfilling life. Wellness at BCS is considered from six dimensions: physical, social, intellectual, emotional, spiritual, and environmental.

At BCS, the well-being of all our students is one of our top priorities. To that effect, the school provides care and health services, as well as a broad range of challenging and creative activities that promote growth and development.

BCS is furthermore, strongly committed to providing a healthy and safe environment for all its members. Everyone in our community deserves respect, consideration, and empathy.

## SCHOOL LIFE

### CO-CURRICULAR ACTIVITIES

**Philosophy:** At BCS, we believe it is important for students to have access to diverse learning and engagement opportunities outside of the classroom. The main goal of our co-curricular program is to provide programs that promote well-rounded growth and development, challenge students to try new things, and encourage play, community, and teamwork.

BCS offers clubs and activities to accommodate a wide variety of interests. For a full list of our co-curricular programming, please refer to the BCS website.

Once enrolled in a co-curricular program, students are expected to follow through with their commitment, be present at all sessions, and actively participate in the activity. Disciplinary actions may result if a commitment is not fulfilled on those terms.

Each student must select and participate in a mandatory create activity each season.

### ROSS HALL (Food Services)

Ross Hall is the formal name of the BCS Dining Hall (DH). It operates on a cafeteria-style system and serves breakfast, lunch, and dinner daily during the week. Each student may select their own meal from a variety of options, including hot dishes, soups, sandwiches, salad bar, and desserts. There is always at least one hot vegetarian option available.

On weekends, Ross Hall opens for brunch and dinner. Breakfast on weekends can be eaten in the residence, as all houses offer items such as cereals, bread, bagels, milk, etc.

A Dining Hall Committee (DHC), made up of appointed Form VI & VII students, assists the Campus Teacher on Duty (CTOD) in the smooth running of the dining hall. This committee meets with the Student Life Committee (SLC) regularly to discuss all aspects of the meals, and any concerns that may have been brought to their attention by classmates.

Dining Hall hours for weekdays are published separately as they may change from one year to another. Hours may also change throughout the year to accommodate special events. Any change in the dining hall hours will be announced in advance. Students are expected to follow the requests and instructions from the members of the DHC and be respectful to the people who are in charge.

The following rules are designed to make the dining hall a safe and respectful place for our students and staff to share meals as a community:

1. When school uniform is worn in dining hall, it must be worn correctly & completely at all times. (ie: tie done up, shirt tucked in, etc.).
2. Clean casual clothing is permitted during dinner hours and on the weekends.

3. All shirts/tops must go over the shoulder and completely cover the armpits. Tank tops are not permitted. Offensive clothing is not permitted.
4. Hair must be tied back at all times in dining hall.
5. Students are expected to conduct themselves in an orderly fashion. Please be respectful and patient when queuing for food and enter and exit through the assigned doors. No student is permitted to enter by the back door.
6. Everyone is expected to be courteous and respectful to the DHC and kitchen staff.
7. Everyone is expected to clean up after themselves and place their plates and cutlery in the assigned containers on their way out of dining hall.
8. Running, rough-housing, and any other disruptive behaviour is not allowed in dining hall.
9. Cell phones, earphones/headphones, iPods, laptops, and other mobile devices are not allowed in the dining hall.
10. Jackets, hats, bags, and purses are not allowed in the dining hall. These must be placed in the locker room under the dining hall or in the student centre.

## DRESS/UNIFORMS

The Student Dress Code reflects school community standards and balances the rights of individual students with the best interests of the whole school community. The policy is consistent with health and safety considerations and anti-discrimination legislation. The Student Dress Code offers gender neutral uniform options for all students.

All BCS students should take pride in their uniform and adhere to the following rules:

1. Students must be clean, well-groomed, and neatly dressed.
2. Hair must be neat and tidy. Natural hair dye colors are permitted.
3. Earrings are allowed while in school uniform; however, nose, eye, tongue, and other facial piercings are not allowed.
4. Students may not wear jewelry during crease.
5. Visible tattoos are not permitted.
6. Gum chewing while in school uniform, or on any school trip is not allowed.
7. Kilts must be worn no shorter than two inches above the top of the knee. \*

\* Students found to have deliberately altered their school uniform will be required to replace those pieces at their own expense. Repeat offenders may be subject to additional consequences.

“**Number One**” Dress is worn on Mondays, to off-campus commitments, and on other special occasions. “**Number Two**” Dress is worn on regular class days (Tuesday-Friday).

# BCS Uniform Rules

## Fall and Spring Number Two

*This uniform is worn from Tuesday to Fridays from the start of the school year to November Break and then again from the end of March Break to end of school year.*

- Navy tunic with sash
- Beige skirt or grey skort
- Kilt
- Grey flannel trousers
- Beige trousers
- Black belt
- White or blue button-down oxford shirt with BCS tie
- Crested BCS sweater with blue or white oxford shirt with tie
- BCS polo
- Black dress socks (with pants)
- Black tights or navy blue knee socks (with skirt)
- Black *Doc Martens* (school shoes)

## Winter Number Two

*This uniform is worn from Tuesday to Fridays after November Break to March Break.*

- Navy tunic with sash
- Beige skirt or grey skort
- Kilt
- Grey flannel trousers
- Beige trousers
- Black belt
- White or blue button-down oxford shirt with BCS tie
- Crested BCS sweater with blue or white oxford shirt with tie (can be worn with blazer)
- Black dress socks (with pants)
- Black tights or navy blue knee socks (with skirt)
- Black *Doc Martens* (school shoes)

## Number Ones

*This uniform is worn all year on Mondays and special events.*

- Navy crested BCS blazer
- White button-down oxford shirt
- BCS tie
- Black Watch tartan kilt
- Black tights or navy blue knee socks (with skirt)
- Black dress socks (with pants)
- Grey flannel trousers
- Black belt (with pants)
- Black *Doc Martens* (school shoes)

## Dress Down

*On 'Dress Down Days' students can wear clothing of their choice provided it meets the following criteria.*

- Workplace appropriate smart casual.
- No depictions of violence, nudity, drugs, alcohol, smoking or images and text that make reference to stereotypes or promote intolerance.
- Shoulders and armpits must be covered.
- Tops must cover your entire torso.
- No pajamas
- No slippers
- No hats

## Form VII Dress Policy

On 'Number Two' days students in Form VII can wear:

- Polo of choice (cannot be combined with sweater)
- V-neck knit sweater with blue or white oxford shirt and BCS tie
- Buttoned-up cardigan with blue or white oxford shirt and BCS tie
- All sweaters must be waist length
- Grey flannel trousers
- Beige trousers
- Black *Doc Martens* school shoes
- Grey skirt or Kilt

## VEHICLES

BCS understands that driving is a step towards independence for any young person. We are also aware that statistics indicate that the majority of vehicle accidents involve individuals under the age of 25. Therefore, the school has strict guidelines regarding student drivers.

### **Student drivers in Forms VI-VII only**

Boarders and Day Students in Forms VI-VII are permitted to drive themselves to school in their own motor vehicle provided that:

1. Their parents have completed and signed the proper waiver documents (available from the Director of Student Life);
2. The student driver obtains permission from the Director of Student Life; and
3. The student driver follows the BCS rules and policies concerning student drivers and parking spaces.

Rules for student drivers include, but are not limited to the following:

1. Students may only use their vehicle for travel to and from school, i.e. commuting, on weekends or at the start/end of term, and/or when taking an authorized leave of absence from the school of more than 24 hours. Only day students may use their motorized vehicle on a daily basis for commuting. The vehicle must not be used at any other time or for any other purpose.
2. Students must only use BCS school entrance number two, and must park in the small car parking area beside the east end of the arena. No other entrances or parking areas are to be used by students. Students must not drive through the campus.
3. Named passengers can only be carried with written permission from all parents/guardians concerned, and with prior authorization from the Director of Student Life. The Passenger Form must be properly filled by the passenger's parents. Student drivers cannot give ad hoc or impromptu rides to other students at any time.
4. The school will not assume any responsibility for accident, injury, loss, theft, or damage of any sort related to the use of motor vehicles by students. Boarding students must leave their car keys with their Houseparent.
5. BCS reserves the right to inspect the contents (including the vehicle's trunk) at any time.

### **All other students**

Students may not drive motorized vehicles while at school. Students who wish to be driven by someone other than a family member must ask the Director of Student Life for specific permission. Their parent(s) must agree, and all involved must complete the BCS Student Parking Application. Driving with an unauthorized driver will result in a gating. If a boarding student is spending a weekend with a day student who lives on or off-campus and is likely to be in a car driven by that student, written parental permission from the boarding student's parent(s) must be received ahead of time.



## SAFETY & SECURITY

**Personal property:** BCS is not responsible for lost or stolen belongings or money. Parents should ensure they have private insurance to cover their child's personal items. Prevention is the key to reducing theft. For this reason, students are expected to use the individual academic and athletic lockers assigned to them. BCS strongly recommends that large sums of money, valuables, important travel documents, and passports be handed over to the Houseparent for safekeeping.

### Physical safety:

- Helmets must be worn at all times, on and off-campus, when biking, skateboarding, in-line skating, ice skating, skiing, or snowboarding. Helmets must also be worn when ice skating, playing hockey, or broomball in Memorial Arena.
- All weapons are strictly prohibited. Possession of any weapons on campus may result in suspension or expulsion. These include, but are not limited to, firearms, knives (including Swiss Army knives), and fireworks.
- Fire regulations and drills must be adhered to, without exception.

### Access to BCS wooded trails & St. Francis River:

Students are encouraged to explore and enjoy our beautiful campus. Access to our wooded trails is permitted during the designated hours posted at the trailhead. These hours may be adjusted at the discretion of the Director of Student Life.

Swimming in the St. Francis River is strictly forbidden unless authorized by the Director of Student Life.

Contraventions of the above will result in a red gating.

## HEALTH SERVICES

### NURSE

A registered nurse is available 24 hours a day and 7 days a week, while school is in session. Students can visit the nurse in the infirmary without an appointment every day from 8:00 AM to 4:30 PM. The nurse is also available after hours for emergencies.

The nurse advises on various health-related topics including: general health, sport injuries, influenza treatment and prevention, vaccines, sex education, etc. The nurse can also perform health evaluations and refer students to the doctor as required.

### COUNSELLOR

The counsellor can be found Monday to Friday during class time from 8:50 AM to 4:30 PM in SH-114. Appointments can be made in person or by email. If preferred, referrals to other professionals can be arranged. The counsellor is available after hours for emergencies. The counsellor provides psychological help and support: breakups, homesickness, conflict solving, bullying, stress management, etc.

## PHYSIOTHERAPIST

Our physiotherapist is available during the week and during home athletic events. The physiotherapist is located in the athletic complex off the weight room.

The physiotherapist assesses, treats, and evaluates orthopaedic injuries. All students have access to physiotherapy services.

## CONFIDENTIALITY STATEMENT

Any student, 14 years and older, who approaches a health professional for assistance in connection with any issue or concern is assured of confidentiality. Unless specifically authorized by the student, the health professional will not inform the student's parents, other faculty members, or staff of any disclosure made by the student when seeking assistance. The only exception to this would be if the physical welfare of the individual or another person is at risk.

Any faculty member approached by a student for assistance may consult with BCS health professionals if they are concerned for the health and well-being of the student. The faculty member is not obligated to disclose the identity of the student. Health professionals have the right to consult with each other, while protecting the anonymity of the student.

By law, health professionals and other faculty and staff must inform appropriate authorities in cases of potential self-harm, harm to others, physical or mental abuse, or in response to any court order.

## ACADEMIC LIFE

### MISSED ACADEMIC TIME

The school considers any missed academic time (through Holiday extensions) to be a concern. Families are requested to make every effort to adhere to the published dates in the school calendar, and also to make sure that all of the Compulsory School Events (Appendix A) and commitments listed are similarly respected. See Appendix B on page 31 for the Daily Class Schedule.

Any requests for a student to miss academic time should be made in writing, with copies to the Director of Academics and the Director of Student Life well in advance. Students will be responsible for speaking to each individual teacher before they leave and covering any missed work on their own time when they return. The primary responsibility for catching up on any missed work does lie with the student. This may involve mandated extra preps until all academic work is up to date to the satisfaction of the teacher(s).

Any evaluations or exams missed will incur expenses to the family for the individual invigilation as required.

## BOARDING LIFE STAFF

Each of our eight dorms is staffed by a caring and experienced boarding life team that includes: the Houseparent (HP), Assistant Houseparent (AHP), Residential Assistant (RA), and four Teachers on Duty (TODs). The HP, AHP, and RA all live on-site. In each house, this core group of seven adults works together throughout the year to provide structure, support, and encouragement to the students in their care.

Building a safe, inclusive, and affirming environment within the student dorms is at the core of the school's boarding life philosophy. Employees and students are all expected to contribute to their house community in positive and meaningful ways.

## BOARDING LIFE RULES

The boarding life rules are based on the BCS values, and focus on respect and consideration for others, and on the health and safety of our house and school community.

### GUIDELINES FOR ALL HOUSES

#### Respect for EACH OTHER:

- Students are expected to meaningfully contribute to a supportive, cooperative, and inclusive house culture.
- Bullying, hazing, and any language or action that alienates or threatens another student will not be tolerated.

#### Respect for PROPERTY:

- Student property—do not touch, use, or move your housemates' property without their permission.
- House/school property—bedroom furnishings as well as the furniture, appliances, and technology in your house common rooms are there for your use, comfort, and enjoyment. Students are expected to treat these items with care and to take responsibility for any damage they may cause.
- Students are not allowed to paint walls or hang items with nails, screws, or anything that will leave a hole or otherwise damage the walls. Please hang pictures and posters with removable adhesive/tack or poster tape.

#### Respect for SPACE:

- Students who share a bedroom must respect each other's personal space. Please keep your belongings on your own side of the room.
- Dorm kitchens and common areas are available for all to use. Students are expected to share these spaces in a manner that ensures equal access for all.
- Posters, pictures, photographs, and screensavers that display harmful or inappropriate content are not allowed. This includes images that depict drug and alcohol use, pornographic, offensive, or degrading content; and text or images that promote hate.

**Respect for PRIVACY:**

- Do not enter another student's room.
- Respect people's privacy in the bathroom. Phones should not be taken into the bathroom, for privacy and hygiene reasons.
- Students must not record, share, or post information, pictures, or videos of fellow students without their consent.

**Health and Safety Rules:**

- Cooking is not permitted in the bedrooms.
- No mini fridges.
- Any electrical devices must be CSA or ULC approved.
- Sources of open heat such as candles and hot plates are not allowed.
- Pets are not allowed (this includes fish and turtles).
- Student rooms will be inspected weekly to ensure standards of health, safety, and hygiene are being met.
- If a student leaves their house after lights out, or before 7:00 AM, they may face an automatic one-week suspension. This is seen as a serious safety concern. Any student wishing to leave the house outside regular times must get permission from their houseparent beforehand.

## BOARDING LIFE ROUTINES

While each residence has its own unique dynamic, there are certain expectations and routines that are applicable to all boarding students throughout the school day. These include:

### WAKE UP & CLEAR OUT

	Monday, Wednesday, Friday	Tuesday, Thursday
Form II – VI	Wake up: 7:15 AM Clear out: 7:45 AM	Wake up: 7:45 AM Clear out: 8:15 AM
Form VII	Wake up: on your own Clear out: 8:10 AM	Wake up: on your own Clear out: 8:40 AM

### PREP

In house by 7:20 PM. At desk, ready to start prep at 7:30 PM. Doors open, no playing music except with headphones.

	Sunday - Thursday
Form II - IV	7:30-9:00 PM
Form V - VII	7:30-9:15 PM

### BEDTIMES

	Sunday	Monday - Thursday	Friday	Saturday
Form II-III In room: Lights out:	9:15 PM 9:30 PM	9:30 PM 10:00 PM	10:15 PM 10:30 PM	10:45 PM 11:00 PM
Form IV In room: Lights out:	9:30 PM 9:45 PM	10:00 PM 10:15 PM	10:30 PM 10:45 PM	11:00 PM 11:15 PM
Form V In room: Lights out:	10:00 PM 10:30 PM	10:30 PM 11:00 PM	11:00 PM 11:15 PM	11:15 PM 11:30 PM
Form VI In room: Lights out:	10:00 PM 10:30 PM	10:30 PM 11:00 PM	11:15 PM 11:30 PM	11:15 PM 11:45 PM
Form VII In room:	11:00 PM	11:30 PM	11:30 PM	12:00 AM (Midnight)

## FOOD ORDERING

Food ordering on Flex-Days will be permitted as of 3:30 PM

	Sunday	Monday -Thursday	Friday	Saturday
Form II- IV	Can order as of 1:00 PM. No orders placed after 3:00 PM.	NO FOOD ORDERING	Can order as of 5:30 PM. No orders placed after 8:30 PM.	Can order as of 1:00 PM. No orders placed after 8:30 PM.
Form V-VI	Can order as of 1:00 PM. No orders placed after 3:00 PM.	NO FOOD ORDERING	Can order as of 5:30 PM. No orders placed after 9:30 PM.	Can order as of 1:00 PM. No orders placed after 9:30 PM.
Form VII	Can order as of 1:00 PM. No orders placed after 9:30 PM.	Must advise TOD. Can order as of 6:00 PM. No orders placed after 9:30 PM.	Can order as of 5:30 PM. No orders placed after 9:30 PM.	Can order as of 1:00 PM. No orders placed after 9:30 PM.

## INTER-HOUSE VISITING

Students are permitted to have one guest visitor from another house. A maximum of 12 guests (at the discretion of the TOD) will be allowed to visit. The host student is responsible for their guest's behaviour. The host must be with their guest at all times. Visiting will only be permitted in the common areas of each house. Sleepovers are strictly forbidden. Guest will sign in/out upon arrival/departure from the house. Visiting privileges may be revoked at the discretion of the Director of Student Life.

The following applies to all students (except where noted):

- Students may not be out of their house after hours (between curfew and 7:00 AM). If a student leaves their house during this time, they face an automatic one-week suspension. Any student wishing to leave the house outside the regular times must get permission from their houseparent beforehand.
- Everyone must sign-in in person with the TOD before 1:00 PM on weekends.
- Room Inspections occur on Sunday evenings at 7:00 PM.
- When requesting weekend/overnight leaves students must have written (e-mailed) permission from their parents, and from the parents where they will be staying. Requests for leaves are to be approved by Thursday at 7:00 PM, remembering that all school commitments must be carried out first and that a weekend form must be signed by the Houseparent, the coach and the Director of Student Life.

	Sunday	Monday - Thursday	Friday	Saturday
<b>ALL FORMS</b>	Visiting permitted 1:00-5:00 PM.	Inter-House visits are permitted for academic purposes with permission from the TOD. Requests must be made before 5:30 PM.	Visiting permitted 6:30 PM - Curfew (according to host's Form)	Visiting permitted 1:00-5:00 PM and 6:30 PM - Curfew (according to host's Form)

### CHECK-INS & CURFEWS

'Curfew' refers to the time by which a student must be present and accounted for in their residence at the end of the day. When returning to their house, students are expected to sign-in with the TOD in person. Lenn Leave allows unsupervised free time in Lennoxville for a limited number of hours. A permission form will be sent to parents at the start of the school year.

	Monday - Thursday	Friday	Saturday	Sunday
<b>Form II-III</b>	Dinner check in: 5:15 - 6:15 PM In house: 7:20 PM Lenn Leave on Wednesday until 6:00 PM	Dinner check in: 5:15 - 6:15 PM Check in: 8:00 PM Curfew: 10:00 PM *Flex Days check in every three (3) hours and Lenn Leave until 6:00 PM with 8:00 PM check in	Check in: 1:00 PM or earlier Check in: 5:00 PM Check in: 8:00 PM Curfew: 10:00 PM Lenn Leave from 11:00 AM - 6:00 PM (Must check in with TOD every 3 hours)	Check in: 1:00 PM (or earlier) Dinner check in: 5:15 - 6:15 PM Must return to house by 7:00 PM for room inspection
<b>Form IV</b>	Dinner check in: 5:15 - 6:15 PM In house: 7:20 PM Lenn Leave on Wednesday until 6:00 PM	Check in: 8:00 PM Curfew: 10:15 PM Lenn Leave until 6:00 PM *Flex Days check in every three (3) hours and Lenn Leave until 6:00 PM with 8:00 PM check in	Check in: 1:00 PM (or earlier) Check in: 5:00 PM Check in: 8:00 PM Curfew: 10:15 PM Lenn Leave 11:00 AM - 6:00 PM (Must check in with TOD every 3 hours)	Lenn Leave 11:00 AM - 5:00 PM (Must check in with TOD every three (3) hours during the day)

<p><b>Form V</b></p>	<p>Dinner check in: 5:15 - 6:15 PM</p> <p>In house: 7:20 PM</p> <p>Lenn Leave on Wednesday until 7:00 PM</p>	<p>Check in: 8:00 PM</p> <p>Curfew: 10:30 PM</p> <p>Lenn Leave until 7:00 PM</p> <p>*Flex Days check in every five (5) hours and Lenn Leave until 7:00 PM with 8:00 PM check in</p>	<p>Check in: 1:00 PM (or earlier)</p> <p>Check in: 8:00 PM</p> <p>Curfew: 10:30 PM</p> <p>Lenn or Sherbrooke Leave 11:00 AM - 7:00 PM (Must check in with TOD every five (5) hours during the day)</p>	<p>Check in: 1:00 PM (or earlier)</p> <p>Dinner check in: 5:15 - 6:15 PM</p>
<p><b>Form VI</b></p>	<p>Dinner check in: 5:15 - 6:15 PM</p> <p>In house: 7:20 PM</p> <p>Lenn Leave on Wednesday until 7:00 PM</p>	<p>Check in: 8:00 PM</p> <p>Curfew: 10:45 PM</p> <p>Lenn Leave until 8:00 PM</p> <p>*Flex Days check in every five (5) hours and Lenn Leave until 8:00 PM check in</p>	<p>Check in: 1:00 PM (or earlier)</p> <p>Check in: 8:00 PM</p> <p>Curfew: 11:00 PM</p> <p>Lenn or Sherbrooke Leave 11:00 AM - 8:00 PM (Must check in with TOD every five (5) hours during the day)</p> <p>*House Captains 11:15 PM</p>	<p>Must return to house by 7:00 PM for room inspection</p> <p>Lenn Leave 11:00 AM - 5:00 PM (Must check in with TOD every five (5) hours during the day)</p>
<p><b>Form VII</b></p>	<p>Curfew: 10:15 PM</p> <p>Lenn Leave until 7:20 PM</p>	<p>Curfew: 11:00 PM</p> <p>Lenn Leave until 9:00 PM</p> <p>*Flex Days check in every five (5) hours and Lenn Leave until 9:00 PM</p>	<p>Check in: 1:00 PM (or earlier)</p> <p>Check in: 8:00 PM</p> <p>Curfew: 11:30 PM</p> <p>Lenn or Sherbrooke Leave 11:00 AM - 9:00 PM (Must check in with TOD every five (5) hours)</p>	<p>Check in: 1:00 PM (or earlier)</p> <p>Dinner check in: 5:15 - 6:15 PM</p> <p>Must return to house by 7:00 PM for room inspection</p> <p>Lenn Leave 11:00 AM - 7:00 PM (Must check in with TOD every five (5) hours during the day)</p>



## BEHAVIOURAL GUIDELINES

At BCS we understand that students will question authority and challenge school rules as they navigate their path to independence. While this can be a normal part of a young person's growth and development, the safety of our students and school community remains our top priority. To that effect, BCS employs a system of sanctions and consequences designed to discourage harmful and unsafe behaviour, while at the same time, encouraging students to take responsibility for their actions and learn from their mistakes.

## SANCTIONS PERTAINING TO BOARDING STUDENTS

### Checks

Checks are given for minor infractions that interfere with the smooth running of the house, or for behaviour that shows a lack of courtesy to housemates or staff. Checks are accumulated over the period of one week (Monday morning to Sunday night). They are recorded by duty staff and managed by the houseparent. If a student accumulates four (4) checks during this time, they will be gated for one week. Houseparents will advise a student when they have received three (3) checks. On Monday mornings the slate is wiped clean. This does not necessarily mean that receiving three (3) checks a week will keep you out of trouble. Remember: continual disregard for school rules can lead to further consequences.

The following list includes some (but not all) of the reasons for which students may receive a check:

- Being late out of the house in the morning.
- Missing dinner check-in.
- Failing room inspection (which also warrants a room re-inspection after prep).
- Being late for prep.
- Leaving a mess in a house common room.
- Being out of bed after lights out.
- Being in someone else's room after lights out.
- Hosting others in your room after lights out.
- Using inappropriate language.
- Rudeness or disrespectful behaviour.

## SANCTIONS PERTAINING TO ALL STUDENTS

### Damages

Any deliberate and wilful damage to personal or school property will be billed to the student account and may also carry other disciplinary consequences, such as a red-gating or a suspension. The student will also receive up to ten hours of community service, to be overseen by the houseparent.

## **Tuesday Morning Detention**

Students who are rude or consistently bad mannered in any area of school life, or who demonstrate consistent disregard for school rules will receive a Tuesday Morning Detention from 7:30-8:40 AM in the Conference Room. Students are required to wear their #1 uniform for the day. Students are expected to complete quiet work during their detention (computers, cell phones, and listening to music are not permitted).

Students who receive a detention will also be campus restricted during the weekend.

## **Gatings**

Gatings are a disciplinary action available to the houseparent, in consultation with the staff member concerned, the Director of Student Life, or the Head of School. Gating is a form of 'grounding.' Gated students may not leave campus grounds for a period of one week. They must complete regular check-ins with assigned staff each day for the duration of their gating. Gated students are given a small booklet for staff to sign at each check-in. Hourly gating check-ins with the CTOD start at the end of the academic day, (4:00 PM Monday to Friday and 1:00 PM on flex days). On Saturday and Sunday, gating check-ins begin at 11:00 AM. Student must sign-in hourly with the CTOD until 6:00 PM. Gated students must return to their dorm by 6:30 PM for their final check-in, where they will be house restricted until the following morning.

#1 dress must be worn when out of the dorm during the entire gating period. (School day, evening, and weekends) Students who do not present themselves in proper dress for check-ins will not receive a signature from the CTOD.

## **Day Student Gating**

Day students who receive a gating will follow one of the following schedules as determined by the Director of Student Life:

- Monday - Friday until 6:00 PM
- Saturday or Sunday for a period of five (5) consecutive hours
- #1 Dress must be worn when on campus
- Not permitted on campus outside of gating hours, including Saturday, or Sunday evening

OR

- Seven academic days of Gating
- #1 dress must be worn when on campus
- Check-in with houseparent or TOD daily by 8:00 AM
- Check-out with houseparent or TOD immediately after crease or cadets
- Must leave campus immediately after crease or cadets
- Not permitted to eat breakfast or dinner in the Dining Hall

- Detention on Tuesday morning at 7:30 AM in the Conference Room (Check-in with HP or TOD immediately after at 8:30 AM)
- Not permitted on campus during the weekend

All gating booklets will be handed out by the houseparent, who will advise the Director of Student Life. Once completed to the satisfaction of the houseparent, they will be turned over to the Director of Student Life.

Any missed check-in signatures will add an extra day to the student's gating period. Any attempted signature forgeries will result in a red gating with up to 25 hours of community service.

**Green Gating** infractions include (but are not limited to) the following offences:

- Being off campus without the houseparents' knowledge or consent
- Driving or riding in an unauthorized vehicle
- Unauthorized entering of the residence when it is closed
- Missing a commitment such as chapel, classes, crease, choir, band, or any other school commitment, unless a valid reason is provided to the Houseparent and Director of Student Life
- Consistent disregard for school or house rules
- Four (4) checks
- Rude and disrespectful behaviour

**Red Gatings** infractions include (but are not limited to) the following offences:

- Acts of violence or aggression
- Bullying
- Using alcohol or cannabis
- An accumulation of contraventions of school policies
- Acts determined to be red gatings at the discretion of the Director of Student Life

Red gatings may or may not carry the additional consequence of community service hours. However, offences which involve alcohol or cannabis will include an automatic 25 hours of community service.

Red gating is also applied during the week following a suspension. Two red gatings may result in further significant disciplinary consequences.

Students who have been red gated are not permitted to leave campus, this includes athletics events, games, school trips, etc...

### Hours of community service

Hours of community service may be given for a variety of reasons, including use of alcohol/illegal substances (first offence), or if a student is caught in a drinking establishment, the SAQ, or the SQDC. Hours can also be given in lieu of other punishments should the Houseparent and/or Director of Student Life deem it appropriate. Hours may be carried out on- campus, or off-campus with staff supervision. Students remain gated and campus-restricted for at least 1 week and until all their hours are completed. Hours must be completed within two weeks.

### Suspension

A student will be suspended for what the Head of School and/or Director of Student Life considers a serious infraction. Suspensions may also be given for continued disregard of school rules, including multiple green or red gatings. A student will receive an automatic 1-week suspension for being out of the residence after their curfew and before campus opening at 7:00 AM (unless they have permission from their houseparent). A suspension is spent away from campus at the parents' expense. The length of the suspension will be commensurate with the seriousness of the infraction. Upon their return from a suspension, students will be red gated for one week.

### Expulsion

A student may be expelled for continued refusal to abide by the regulations of the school, or for behaviour contrary to the understood standards of the school. In the event of expulsion all final decisions will be made by the Head of School and the Director of Student Life, with the approval of the Chair of the Board.

## APPROPRIATE USE OF TECHNOLOGY

### CELL PHONE POLICY

The following rules must be followed during the school year:

- During school days, cellphones will not be permitted between 8:00 AM - until residences open, unless permission is granted by a teacher for educational purposes, health and medical reasons, or to support special education needs as outlined in a student's Individual Education Plan (IEP).
- Boarding students must leave their phones in their houses and day students must store their phones, powered off or set to silent mode, in their provided lockers throughout the school day.
- Once the houses open for boarding students, cellphones can be used between 5:00 PM and 7:30 PM.
- Cellphones will not be permitted during evening prep, unless permission is granted by email from teachers to houseparents.
- Cellphones will be permitted after evening prep and before lights out.
- After lights out, cellphones will not be permitted and will be collected by the boarding life staff on duty.
- On weekends, cellphones are allowed, but not after lights out.

Contraventions of the above policy will result in:

- 1<sup>st</sup> time - Confiscation of the cellphone until the houses open at the end of the following day.
- 2<sup>nd</sup> time - A detention (including weekend campus restriction for boarding students - see detentions) and confiscation of the cellphone until the houses open at the end of the following day.
- 3<sup>rd</sup> time - Green Gating, three (3) hours of community service, and confiscation of the cellphone for 48 hours.
- 4<sup>th</sup> time - Subject to further consequences at the discretion of the Director of Student Life, due to the ongoing disrespect for the school rules.

Be advised that the school may also consider alternative measures for contraventions of this policy, including written reflections, research essays, counseling, etc.

## INTERNET

Circumventing the school network is not allowed. The internet is available in every student's room; however, the times of availability are governed by the main school server. Times are subject to change.

Illegal or inappropriate use of the email system, social networking or messenger systems (including any tampering/hacking or offensive messages being sent under a false identity) will be seen as harassment and will be dealt with accordingly. This includes any form of sexting.

In general, technology will not be permitted to interfere with anyone's sleep patterns. TODs may confiscate any computer that is being used improperly.

Along with access to people and information all over the world comes the availability of material that may not be considered of educational value in a school setting. Precautions will be taken to restrict access to controversial material through teaching students about responsible use and by blocking access to the more obviously inappropriate materials. Any incidents of cyber-bullying will be dealt with seriously.

## DIGITAL CITIZENSHIP AND SOCIAL MEDIA GUIDELINES

Students have many opportunities to engage with others online to enhance learning, make friends, and build community.

While the use of social/digital media can be a powerful tool, it holds the potential for risk if used irresponsibly, or with the intent to cause harm. Therefore, it is important that students protect themselves, and others, by demonstrating good judgment in their online and digital activities. This includes:

- Respecting people's privacy;

- o Respecting people's feelings; and
- o Respecting people's property.

Students are expected to bring the same level of care, respect, and accountability to their online conduct as they would to all other interactions in their school life. Failure to do so can negatively affect their online reputation. Furthermore, it can compromise the privacy, health, and security of their classmates and community.

Cyberbullying is a serious offence and can even result in police action and criminal charges. Cyberbullying takes many forms including:

- o Spreading rumours;
- o Sharing personal information/images/videos about others without their permission; and
- o Derogatory, hateful or threatening messages.

\* Adult members of the community are also protected by the BCS Digital Citizenship and Social Media Guidelines. Students who post or share hateful, private, or threatening content about any BCS staff member are subject to immediate expulsion.

## DIGITAL CONSENT & INAPPROPRIATE USE OF TECHNOLOGY

It is forbidden to take, post, or share photos or videos of other students or adults on campus in a compromising position and/or without their consent. Acts of this nature are a serious breach of personal privacy, and in certain cases, can be criminal.

It is against the law to take, share, or post photos or videos of a minor in a state of undress or nude. Digital files of this nature are considered to be child pornography and will not be handled by BCS. In the event that it is discovered that acts of this nature have transpired, BCS will contact the local police.

Students found to have contravened this policy or broken the law may be expelled from BCS.

## INAPPROPRIATE BEHAVIOUR

### ILLEGAL SUBSTANCES

BCS recognizes the need to provide our community with clear policies concerning the issue of substance abuse. These policies not only deal with infractions, but also provide support for students in need of, and requesting assistance.

### Terms of Reference

- o The term 'drugs' refers to any mind or mood-altering substance other than alcohol, dried cannabis, tobacco, and prescribed drugs (the student's own prescription).
- o The term 'trafficking' means any sale or distribution of drugs or drug paraphernalia.
- o Reference to 'trafficking,' 'possession of,' or use of drugs includes all times during which a student is present on the BCS campus, participates in a BCS trip, represents

BCS in any capacity, or would otherwise be identified as a student at, and representative of, BCS.

- o Vaping products containing cannabis oils/'wax' and other substances other than normal quantities of nicotine will be treated as drugs for the purpose of this policy. Edible cannabis products will also be treated as drugs.

It should be understood and acknowledged that:

1. Parents have the primary responsibility for the education, discipline, and counselling of their children.
2. Attendance at BCS is a privilege not a right; parents and students must therefore accept their responsibility to abide by all BCS policies.
3. Drugs are illegal and interfere with the constructive development of both the students and BCS community.
4. BCS accepts its responsibility to institute and enforce policies which are conducive to a drug- free environment. Students, parents, and all other members of the BCS community should not tolerate the trafficking, possession or use of drugs.

### **Policy Statement**

- o Trafficking in drugs and drug paraphernalia is strictly prohibited. A student found to have been trafficking will be expelled and the criminal law process may be invoked.
- o The possession, storage or use of drugs and/or drug paraphernalia is strictly prohibited.
- o The seeking of assistance in connection with the use of drugs is not a disciplinary matter and will not result in any sanctions but will be dealt with in a confidential manner.

### **Intervention:**

When a contravention of this policy is suspected, the student(s) concerned will be interviewed and, depending upon the strength of the suspicion, their parents may be informed. The student(s) and parents will have an opportunity to consider and respond to the allegations concerning the suspected contravention and the involvement of the student(s).

### **Sanctions:**

#### **1<sup>st</sup> Offence** (including tested positive or admitted usage)

- o Parents are informed immediately.
- o The student may be suspended or expelled, depending on the circumstances and their impact on the wider community.
- o If the student is to remain at the school, that student is automatically placed on a random testing programme (any costs associated with this are charged to the student). Students who are subject to this testing programme will remain on the programme for one calendar year.

- o The student must complete 25 hours of service upon returning from their suspension.
- o The student is red gated for at least one (1) week and until these hours are completed.
- o The student receives mandatory counselling (group or individual at the student's expense).

## 2<sup>nd</sup> Offence

- o Students who demonstrate that they have not learned the appropriate lessons by reoffending or refusing/failing to take a required drug test, will be liable for immediate expulsion.

Dealing: Any student found to be dealing illegal substances, including certain prescription medications (e.g.: Ritalin, etc.) will be expelled from school.

## ALCOHOL & CANNABIS

In today's day and age, it is not prudent for any boarding school to allow its students to consume alcohol while the school is responsible for them. This does not fit within a school's in loco parentis responsibilities. Even though there may be students who may have already reached the legal provincial drinking age, as a wider community, BCS cannot justify the prospect of allowing some of its older students to return to a residence, where there are younger students present, after having consumed alcohol.

No student, while in attendance at BCS, may consume or have in their possession, alcohol or cannabis in any form while under the school's care. A student who has been found in the company of others who have been drinking or using cannabis, but who denies having done so will be similarly subject to testing and possible disciplinary consequences.

Any student who is caught buying or supplying alcohol or cannabis for others, may be expelled. Purchasing or supplying alcohol or cannabis for minors is against the law and a violation of the criminal code. A student caught supplying alcohol or cannabis will be subject to suspension or expulsion.

Parents will be informed: A student who is found to have been drinking using cannabis or to have had alcohol or cannabis in their possession will be red gated and serve 25 hours of service. These hours must be concluded within two weeks. The student may not participate in any commitment off campus during that time. The student will remain red gated for at least one week, or until their hours are completed. If that student is caught a second time, the student will be suspended and put on disciplinary probation. A third alcohol or cannabis offence may result in expulsion.



## SMOKING & VAPING

According to the legislation, imposed by the Ministry of Education, smoking is not permitted anywhere on the school campus, or while under the school's care. The use of e-cigarettes (vaping) is also not permitted.

Due to the addictive nature of smoking and vaping, BCS is committed to supporting students in their efforts to stop using tobacco and vaping products. The school also works to provide education to our community in hopes of preventing students from turning to tobacco and vaping products in the first place. Counselling is available to those who want help.

Students caught smoking, in possession of tobacco products (including e-cigarettes), in the company of others smoking or found to smell of smoke will be subject to consequences.

**1<sup>st</sup> time:** Green Gating & Four (4) hours of service.

**2<sup>nd</sup> time:** Green Gating (8) of service.

**3<sup>rd</sup> time:** Red Gating & twelve (12) of service.

**4<sup>th</sup> time:** Subject to further consequences at the discretion of the Director of Student Life, due to the ongoing disrespect for the school rules.

NOTE: Any student caught smoking in a boarding house or other buildings will automatically be suspended due to the fire risk.

## IN THE COMPANY OF

Students may, from time to time, find themselves in situations in which they see their peers making poor choices or engaging in risky behaviour. In these cases, students have two options: to remove themselves from the situation, or to remain. Students who choose to remain with others who are participating in activities contrary to school rules will be regarded as equally culpable and must be prepared to accept the same consequences as their peers, should they be caught. While stepping away from a dangerous or prohibited activity may be a challenging thing for young people to do, especially when it means leaving the company of their friends, it is an important part of the process of defining personal boundaries and learning accountability for one's actions and decisions. Students should therefore expect to be held accountable if they are found 'in the company of others' who are participating in ill-advised behaviour.

## PERSONAL AND BCS PROPERTY

Students are expected to always respect the property of the school, other students, staff, and guests. Theft is a serious breach of BCS values and expectations. Students found stealing or vandalizing will be subject to immediate suspension or expulsion. This also applies to improper use of bank cards, credit cards, telephone PIN numbers, and cell phones. The cost to repair or replace items, which have been damaged, will be the

responsibility of those involved, and will also include up to 10 hours of service. A student found setting fire inside school buildings will be expelled.

## SEXUAL INTIMACY & DISPLAYS OF AFFECTION

While BCS recognizes that sexual intimacy is a part of the lives of some students, students are expected to conduct themselves with complete propriety. Public displays of affection are considered inappropriate as are any gestures, which clearly hint at close physical intimacy. Public displays of affection are not acceptable at any time within school grounds, or while engaged in any school activity. Students should also realize that this may cause others a significant level of discomfort and must therefore avoid public displays of affection.

BCS considers personal privacy to be of the utmost importance, therefore, some areas of the school and residences are designated single-gender areas. These include locker rooms, bathrooms, showers, bedrooms, and other areas designated by houseparents in each residence. Acts of physical intimacy in these spaces are not permitted. Students involved in inappropriate sexual intimacy at the school may face sanctions ranging from gating to suspension depending on the nature of the situation.

## HARASSMENT & BULLYING

Bishop's College School is committed to an environment free of objectionable, disrespectful conduct, and communication that creates an intimidating, hostile, and offensive climate, or interferes with work performance. BCS prohibits harassment by and against faculty, staff, and students.

In 2012 the National Assembly unanimously adopted an act to prevent and stop bullying and violence in schools (Bill 56). Following these legal obligations, Bishop's College School has created a comprehensive description of the measures taken following a harassment or bullying incident.

In agreement with the government, Bishop's College School defines bullying as: any repeated direct behaviour, comment, act, or gesture, whether deliberate or not, including in cyberspace (texts, photo, videos messages, sexting), which occurs in a context where there is a power imbalance between the persons concerned and which cause distress, injury, hurt, oppression, intimidation, or ostracizes.

**Violence** is considered any intentional demonstration of verbal, written, physical, psychological, or sexual force, which causes distress and injuries, hurts, or oppresses a person by attacking their psychological or physical integrity or well-being, or their rights or property.

**Harassment** is a form of discrimination, which is against the law under the Canadian Human Rights Act and the Quebec Human Rights Code. It involves any unwanted physical, verbal, or social behaviour that offends or humiliates you, including on-line

harassment, derogatory language, innuendo or taunting about a person's body, race, gender, language, attire, sexual orientation, or religion. Generally, harassment is a behaviour that persists over time. Serious one-time incidents can also sometimes be considered harassment. For more information, please visit: [chrc-ccdp.gc.ca/en](http://chrc-ccdp.gc.ca/en).

Prevention is the best approach toward providing a respectful workplace and study environment. Harassment is contrary to the school's mission statement, as well as against the law.

### **Complaint Procedure for Students**

The procedure will provide a framework for clearing up misunderstandings where they occur, assessing consequences for conduct judged objectionable and mitigating the results of such conduct, while respecting the rights of both complainants and respondents. Any student may seek informal assistance from any faculty or staff. If any member of the community witnesses harassment or becomes aware of a situation, they are obligated to report it.

Note - A false accusation is considered a form of harassment.

Framework for addressing and resolving conflict, harassment, and bullying situations.

### **Violence, Bullying, and Harassment:**

Step 1: The incident or behaviour is reported to the Director of Student Life by the victim or a concerned member of the community.

Step 2: Investigation and documentation.

Step 3: Resolution that may involve a sanction and contacting the parents.

Step 4: Follow-up with students involved and further required actions, including counselling.

Note that continuation of bullying and harassment behaviour may result in suspension or expulsion.

Violence will not be tolerated at BCS in any way, shape, or form, and may result in police involvement. Any violence will incur a sanction from the school, which could include expulsion, depending on the severity of the offense.

### **CHILD PROTECTION POLICY**

Every child has the right to live free from abuse and neglect, and under the care of adults who actively work to promote all aspects of their well-being and protect them from harm.

In keeping with the Quebec Child Protection Act, and the definitions provided by La Commission des droits de la personne et droits de la jeunesse, the BCS Child Protection Policy highlights the following:

- Definitions of physical, sexual, and psychological abuse and neglect.
- Signs and symptoms a child might be experiencing some form of abuse or neglect.
- The role and responsibility of the school in assuming in loco parentis responsibilities.
- The obligation that all adult members of the school community report cases of suspected or confirmed abuse or neglect.
- Procedures and tools to identify, document, and respond to cases of suspected or confirmed abuse or neglect.

The BCS Child Protection Policy can be accessed in its entirety through the Resource page on the BCS Portal.

### **OVERNIGHT & WEEKEND LEAVES – 40KM RULE**

Prior to leaving campus for the weekend, students must complete the Weekend Leave Request Form and submit it to their houseparent no later than 7:00 PM on Thursday night.

Students taking weekend or overnight leaves are not allowed to stay in local hotels or motels unless they are accompanied by a parent or the Director of Student Life gives special permission. 'Local,' is considered within a 40 km radius of Lennoxville. Towns like Magog, Knowlton, Stanstead, Granby, and Cowansville are considered outside the 40 km radius.

Breaking this rule may result in the student being restricted to campus for up to one month. This restriction is during their normal leave period and does not prevent them from participating in normal school activities.

### **MISREPRESENTATION AND FRAUD**

Fraud is considered a serious offence. It is unacceptable for any BCS student to misrepresent themselves at any time. Possession of or manufacturing a false ID will result in disciplinary action. It is illegal to possess this type of ID.

# APPENDICES

## APPENDIX A - COMPULSORY SCHOOL EVENTS

The following are school events, which all students are required to attend:

- Mountain Day
- Orientation Camp – for all students (sleepover), NCO's will begin on the Friday.
- Terry Fox Run
- Inter-House Cross-Country Races
- Armistice Day Service
- Band and Choir Concerts
- Holiday Celebration
- Winter Carnival
- Stoker Arts Festival
- Cadet Inspection and all practices
- World Round Square Day
- Academic and Athletic Awards
- School Assemblies
- Graduation Ceremony (for our Form VII students and Form VI receiving High School leaving diploma)
- Provincial and IB Compulsory Exams

Please ensure that any travel arrangements are made such that there are no conflicts with any of these events.

## APPENDIX B – DAILY CLASS SCHEDULE

REGULAR SCHEDULE	
<b>Breakfast</b>	M, W, F: 7:30 - 8:15 AM T, TH: 8:00 - 8:40 AM
<b>Chapel</b>	M, W, F: 8:20 - 8:45 AM
<b>Period 1</b>	8:45 - 10:00 AM
<i>Break</i>	10:00 - 10:10 AM
<b>Period 2</b>	10:10 - 11:25 AM
<b>Lunch</b>	11:25 AM - 12:35 PM
<b>Period 3</b>	12:35 - 1:50 PM
<i>Transition</i>	1:50 - 1:55 PM
<b>Period 4</b>	1:55 - 3:10 PM
<i>Break</i>	3:10 - 3:30 PM
<b>Crease* or Cadets</b>	3:30 - 4:30 PM
<b>Dinner</b>	5:15 - 6:30 PM
<b>Prep time</b>	7:30 - 9:15 PM

### JUNIOR & SENIOR

Junior grades (Middle School) are grades 7-10 (Forms II-V) and Senior are grades 11-12 (Forms VI and VII).

### PREP

Time dedicated to supervised homework in the boarding house. Students, depending on their grade level and needs, may do their schoolwork in the library, in other houses (for group projects) or in the Enrichment Center (where tutoring is available).

### CREASE

Time dedicated to sports. \*These times vary depending on the sport, season, or activity.

FLEX SCHEDULE	
<b>Breakfast</b>	7:30 - 8:15 AM
<b>Chapel</b>	8:20 - 8:45 AM
<b>Period 1</b>	8:45 - 9:35 AM
<i>Transition</i>	9:35 - 9:40 PM
<b>Period 2</b>	9:40 - 10:30 AM
<i>Break</i>	10:30 - 10:40 AM
<b>Period 3</b>	10:40 - 11:30 AM
<i>Transition</i>	11:30 - 11:35 AM
<b>Period 4</b>	11:35 AM - 12:25 PM
<b>Lunch</b>	12:25 - 1:25 PM

### CHAPEL

Morning assembly for all students on Mondays, Wednesdays, and Fridays held in the chapel.

### FLEX SCHEDULE

Half day of classes to accommodate special events, sports tournaments, or activities.