



**AEC - CREDIT PROGRAM**  
**2017-18 Student Handbook**  
**Day and Night School**



**Continuing &  
Adult Education**



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**WELCOME TO THE ADULT EDUCATION CENTRE - PEEL DISTRICT SCHOOL BOARD**

The Adult Credit Program provides an opportunity for students to earn high school credits in a welcoming, helpful and professional environment. It is expected that students will provide the necessary effort to maximize their success. Our staff will help students to achieve to the best of their ability, developing self-worth, and being responsible citizens. Our staff are committed to *inspiring success, confidence, and hope in each learner!*

**ADMINISTRATION TEAM**

- Paul Officer, Principal - Continuing & Adult Education
- Cindy Ryan, Manager - Non-Credit Languages
- Mark Botnick, Vice Principal - Continuing Education
- James Dowhaniuk, Vice Principal - Adult Education
- Lorraine Adams, Night Administrator - Adult Education

**ADULT EDUCATION SCHEDULE**

<b>DAY SCHOOL (Mississauga and Brampton):</b>			
<b>Mondays – Fridays (Classes are 1½ hours in length)</b>			
Period 1:	8:30 a.m. to 10:00 a.m.		
Period 2:	10:05 a.m. to 11:35 a.m.		
LUNCH:	11:35 a.m. to 12:15 p.m.		
Period 3:	12:15 p.m. to 1:45 p.m.		
Period 4:	1:50 p.m. to 3:20 p.m.		
<b>Early Release Timetable</b>		<b>Late Start Timetable</b>	
Period 1:	8:30 a.m. to 10:00 a.m.	Period 1:	NO MORNING CLASSES
Period 2:	10:05 a.m. to 11:35 a.m.	Period 2:	NO MORNING CLASSES
LUNCH:	11:35 a.m. to 12:15 p.m.	LUNCH:	11:35 a.m. to 12:15 p.m.
Period 3:	NO AFTERNOON CLASSES	Period 3:	12:15 p.m. to 1:45 p.m.
Period 4:	NO AFTERNOON CLASSES	Period 4:	1:55 p.m. to 3:20 p.m.

<b>NIGHT SCHOOL (Mississauga only):</b>	
<b>Mondays – Thursdays (Classes are 2 hours in length)</b>	
Period 5:	5:00 p.m. to 7:00 p.m. (break from 6:55 p.m. to 7:05 p.m.)
Period 6:	7:00 p.m. to 9:00 p.m. (break from 7:55 p.m. to 8:05 p.m.)



## EXAM/FINAL ASSESSMENT MAKE-UP DAYS

If school is closed on one of the exam/final assessment days, an alternate date will be scheduled.

*If the make-up day is required, reporting deadlines and report card distribution will be delayed by one day.*

It is the students' responsibility to be present for all parts of the Final Assessment.

If an assessment is missed, official documentation must be presented to the administration within 24 hours to support medical, legal or emergency reasons.

## POLICIES AND PROCEDURES

### ATTENDANCE

Students in all programs will attend their classes on a regular basis and be on time for class.

Students will organize their schedules and appointments to minimize their absences/lates.

Students who miss 10 classes may be withdrawn.

If a legitimate absence does occur, contact with the teacher is expected beforehand, or a message should be sent during the day of the class. Speak to your teacher about how you will communicate. **Students with chronic absence or lateness issues that negatively impacts their academic progress may be withdrawn from the program after consultation with an administrator.**

## EMERGENCY PROCEDURES

### A) FIRE ALARM:

The law requires that all staff and students leave the building immediately and in an orderly manner. Exit routes are posted in all classrooms. Remain outside with your class and teacher away from the building. **You may only re-enter the building when you are directed to do so by an administrator.**

### B) LOCKDOWN:

**This is an immediate in-school threat and is which is announced by PA Staff** and students who are inside the school will go to or remain in the closest room, close and lock the door, lie/sit on the floor away from doors and windows, and remain on the floor until further direction is given.

Staff and students who are outside the school will exercise critical judgment to maximize safety and move as far away from the building as possible, remaining outside until the signal to re-enter is given, or until further direction is given

### C) HOLD AND SECURE:

This is a modified lockdown because of potential neighborhood threat. classes continue as usual, and movement is permitted within the building, however, students are not allowed to enter or leave the building. **We are required by law to hold lockdown and fire drills at our site.**



## TEXTBOOKS

Per Ministry Guidelines, we may charge a nominal, partially refundable deposit for texts. As a result, the deposits will be as follows:

- English books \$20.00 deposit - \$18 refundable
- Textbooks \$100.00 deposit - \$95 refundable

Students will pay a deposit for all texts issued. We accept credit or debit only. Textbook distribution will begin during the latter part of week one.

## PARKING

Parking is very limited at AEC South. Remind students to park in designated parking spots. Parking is also available on Elm Drive, and the Kariya Drive extension on our side of the street. Encourage students to carpool whenever possible.

Parking gates will be installed and the parking lot will be locked nightly. Cars must be removed by 10:00 pm.

**The caged area by the greenhouse is reserved for Continuing Education staff.**

## INCLEMENT WEATHER AND SCHOOL CLOSURE

From time to time, it is possible there may be a school closure due to poor weather conditions.

**SCHOOL CLOSURE: A message is broadcast in the media by 6:00 am, and then all classes will be cancelled for that day and night.** When poor weather starts during the day and affects night classes only, students should monitor the media for important announcements. The School Board also has a number (905.890.1010) which students could call to hear a message regarding the school closure.

MEDIA SOURCES:	CJCL 590	FOXY 88.5 FM
	CFTR 680	93.1 FM
	CJBC (FR) 860 AM	EZ ROCK 97.3
	CFRB 1010	CHFI 98.1
	CHUM 1050	VIRGIN RADIO 99.9
	CJMR/CHWO 1250	CHIN 100.7 FM/1540 AM
	CFNY 102.1	Z103.5
	CFTO NEWS	THE WEATHER NETWORK
	CITY PULSE NEWS	

## EMAIL GUIDELINES FOR STUDENTS

- The school's Acceptable Use Policy (AUP) must include specific email guidelines.
- The school's Code of Conduct will specify the expectations regarding the use of email and the consequences of abuse.
- Email written by students for school purposes should be treated as any other student writing i.e. appropriate attention must be paid to spelling, grammar, presentation and plagiarism.
- Email cannot contain identifying information about the sender or any other students. This includes addresses, pictures and other personal information.
- Students are responsible for all email sent from their account and must take care to protect access to the account by keeping their password secret and by logging off when they leave the workstation.
- The Board has the right to access and disclose the contents of a student's email messages.



## Student to Staff member

### Acceptable

- Discussions specifically related to class activities - curriculum, homework, tests, special events

### Unacceptable

- Any discussion related to other students.
- Personal information about other students.
- Discussion about the personal life of the staff member or student (home life, vacations, relationships)

## STUDENT CODE OF CONDUCT

### OUR COMMITMENT

The Adult Education Centre recognizes that students achieve their best when they feel safe, nurtured, welcomed, respected and included. We are committed to providing a healthy learning and working environment that supports student success by promoting responsibility, respect, civility, academic excellence and good citizenship. For learning to be successful, schools must be free of negative factors such as bullying, discrimination, intimidation, hateful words and actions, as well as physical violence in any form.

One of the Peel board's projects is the implementation of six core character attributes. The attributes are taught in school, but they are also the basis of the Board's working relationships – they help to create a positive climate for learning and working.

We want our staff and students to be:

- **Caring** – showing compassion and kindness towards others
- **Cooperative** – working collaboratively with others for a common purpose
- **Honest** – being truthful, trustworthy and sincere in your speech and actions
- **Inclusive** – treating everyone fairly and equitably
- **Respectful** – treating others, yourself and the environment with high regard and value
- **Responsible** – being accountable and reliable in your actions and commitments

We believe that parents, the school and community must all work together to help students learn to become responsible members of society, being sensitive to the diversity, cultural and special needs of individual students. We must clearly demonstrate respect for social justice and human rights, and promote the values needed to develop responsible members of a democratic society.

The Code of Conduct for The Adult Education Centre is aligned with and supports the principles and expectations of the Board's Human Rights policy (Policy #51) and the Equity and Inclusive Education policy (Policy #54). At all times, this Code should be interpreted to be consistent with the Board's policies and the *Human Rights Code*.

### OUR CODE OF CONDUCT

The Adult Education Centre Code of Conduct applies to all members of the school community including students, parents, guardians, volunteers, visitors and school staff, whether they are on school property, on school buses, at school-authorized events or activities, or in any other situation that may impact the school climate.



All members of the school community have a responsibility to respect and honour the school Code of Conduct, to demonstrate age and developmentally appropriate social behaviour and to take responsibility for their own actions.

## **OUR RESPONSIBILITIES**

***All members of the school community are expected to:***

- demonstrate honesty and integrity
- treat one another with dignity, respect and fairness, regardless of their race, ancestry, place of origin, colour, ethnicity, creed, citizenship, religion, gender, gender identity, sexual orientation, age, ability, socioeconomic status, or any other attribute
- take appropriate action to help those in need, seeking assistance to resolve conflict constructively and respectfully
- show proper care and regard for school property and the property of others

***Student responsibilities include:***

- demonstrating a commitment to learning through punctual and regular attendance, being prepared and ready to learn
- practicing honesty and integrity including, but not limited to, not participating in or encouraging plagiarism, misrepresentation of original work, use of unauthorized aids, theft of evaluation instruments, or false representation of identity
- following school rules and taking responsibility for his/her own actions
- refraining from bringing anything to school, or using anything inappropriately, that may risk the safety of themselves or others
- showing proper care and regard for school and community property, as well as only visiting other schools for school-related and authorized activities

***Staff responsibilities include:***

- helping students achieve to the best of their ability, developing self-worth, and being responsible citizens
- maintaining order in the school and holding everyone to the highest standard of respectful and responsible behaviour
- communicating regularly and meaningfully with students
- establishing a range of clear, fair and developmentally appropriate interventions, supports, direct skill instruction and consequences for unacceptable behaviour including but not limited to homophobia, gender-based violence, sexual harassment and inappropriate sexual behaviour
- respond to and report behaviours which may have a negative impact on school climate

## **BULLYING PREVENTION AND INTERVENTION**

We are teaching students to identify bullying behaviour and giving them strategies to deal with, and stop it from happening.

Bullying is typically a form of repeated, persistent and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear, distress and/or harm to another



person's body, feelings, self-esteem or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

Bullying can be based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education. Bullying may include the use of any physical, verbal, electronic (cyber-bullying), written or other means.

When someone experiences or observes bullying behaviour, he/she is expected to report it to a teacher, teaching assistant or school administrator immediately. Bullying behaviour will be dealt with using a progressive discipline approach.

### **PROGRESSIVE DISCIPLINE**

The Adult Education Centre encourages, supports and recognizes acceptable behaviour in our students through a variety of positive practices. Progressive discipline is an approach that makes use of a continuum of interventions, supports and consequences, building upon strategies that promote positive behaviours.

We encourage students to take responsibility for their behaviour and to accept the consequences of their actions. A progressive discipline approach will be used to deal with inappropriate behaviour. This may include: oral reminders, review of expectations, contact with parent(s)/guardian(s), written reflection, volunteer services to the school community, conflict mediation and resolution, peer mentoring, and/or referral for support services.

We recognize that each student is a unique individual and that every situation that requires disciplinary action has its own set of extenuating circumstances. All factors that may have affected the student's behaviour will be considered before progressive discipline is applied. Students who behave inappropriately will receive an age and developmentally appropriate consequence. For a student with special education or disability-related needs, all progressive discipline approaches will be consistent with his/her Individual Education Plan and his/her demonstrated abilities.

### ***Suspension and expulsion***

The Adult Education Centre also supports the use of suspension and expulsion for serious incidents as outlined in the Peel District School Board's Safe Schools Policy.

Before considering whether to impose a suspension or make a recommendation for an expulsion, a principal must consider mitigating and other factors.

### **The behaviours for which a principal may consider suspending a student include:**

- swearing (written or verbal) at a teacher or at another person in a position of authority
- bullying, including cyber-bullying
- uttering a threat to inflict serious bodily harm on another person
- committing an act of vandalism that causes extensive damage to school property
- possessing alcohol or restricted drugs
- being under the influence of alcohol





- committing any act, considered by the principal to:
  - have a negative impact on the moral tone of the school
  - have a negative impact on the physical or mental well-being of one or more school community members
  - be contrary to the school or Peel Board Codes of Conduct

**Incidents for which a principal will consider recommending to the board's Discipline Committee that a student be expelled include:**

- physically assaulting another person causing bodily harm that requires medical treatment
- possessing a weapon or using a weapon to cause or to threaten bodily harm to another person
- trafficking in restricted drugs or weapons
- giving alcohol to a minor
- committing robbery
- committing sexual assault
- behaviour that:
  - is significantly detrimental to the school climate and/or to the physical or mental well-being of others
  - causes extensive damage to school property
  - causes his/her continued presence at the school to pose an unacceptable risk to other members of the school community
  - demonstrates a pattern of behaviour so inappropriate that the student's continued presence is detrimental to the effective learning or working environment of others
  - demonstrates a persistent resistance to changes in behaviour that would enable him/her to be successful
  - is a serious violation of the school or Peel board Codes of Conduct

Students who are suspended or expelled will be given an opportunity to continue their education through educational programs offered by the school board.

**ACCESS TO SCHOOL PROPERTY**

The buildings and properties are restricted to the students and staff of The Adult Education Centre. These procedures are in accordance with the Trespass to Property Act and the Access to School Premises Regulation 474/00.

- all visitors are required to enter through the school's front doors and immediately report to the office.
- in the evenings, a limited number of doors will be open to allow entry to the building.
- students and staff should at all times be treated by visitors with courtesy and respect.
- visitors, must refrain from interrupting class-time.
- visitors attending school events or meetings are to refrain from entering parts of the school not being used for that purpose.
- all other visitors who have not pre-arranged a visit will not be welcomed on school property.
- presence of strangers or intruders (unknown cars, adults or students) should be reported immediately to a staff member and to the office.
- students entertaining trespassers or intruders will be disciplined.



## **BUILDING SECURITY**

Security in our buildings is achieved through an integrated system of electronic cameras and alarms.

Each exterior door is equipped with a camera which records the entry and exit of individuals 24 hours a day. Additional cameras are found throughout the school. The primary purpose of these cameras is the risk management of equipment in the building.

- posted notices at each exit indicate to visitors that they are being videotaped on entry.
- the materials and equipment housed in the Library are protected from loss by an electronic circulation security system.
- the building has a complete security system which is armed once teaching and custodial staff leave the premises for the day. Again, this system assists with loss prevention.

## **DRUGS**

The school recognizes the benefits of a smoke-free environment for all persons. By law, smoking is not permitted at The Adult Education Centre, on any other board property, on school buses or while attending any school-related event or activity. School property includes cars that are on school grounds and all lands to the edge of the sidewalk or street. The ***no smoking*** rule will be enforced within these areas.

Providing tobacco products to anyone under 19 years of age is illegal.

Alcohol and restricted drugs may be addictive and represent a health hazard. Possessing, using, trafficking in, or providing others with restricted drugs and/or alcohol will not be condoned at The Adult Education Centre, on Peel board property or at any school-related event or activity at any time. Drug-related paraphernalia that can be used for substance abuse are not permitted on school property.

## **WEAPONS**

Possessing or displaying weapons of any kind, real, toy or replica, and all other objects that could inflict or threaten bodily harm will not be condoned at The Adult Education Centre, on any Peel board property, or at any school-related event or activity at any time.

## **DRESS CODE**

The standards for school dress at The Adult Education Centre are based on common sense and are intended to support the comfort, safety and modesty of all students. There is a strong relationship between neat, clean and appropriate clothing and a positive learning environment.

## **USE OF TECHNOLOGY**

The Adult Education Centre recognizes the value of using Personal Electronic Devices (PEDs) to enhance 21<sup>st</sup> Century learning to support curriculum delivery. As such, we embrace the use of PEDs in a respectful and responsible manner, in keeping with the school's Code of Conduct and the Peel District School Board's Digital Citizenship Policy #78. The Code of Conduct and academic integrity apply to the use of technology whether students are accessing information from school, home or from a PED.

Students are able to use Board technology and their PEDs for educational purposes in classrooms, libraries, cafeterias/lunchrooms and other areas students gather to do their work, as outlined in the expectations below:



- PEDs may be used in the classroom only with permission of a teacher or other staff member.
- PEDs may be used outside the classroom as long as these devices do not distract from school activities.
- As a result of bandwidth limitations, downloading or streaming of video content for non-educational purposes is not permitted.
- PEDs may only be used to make and/or receive phone calls or texts in non-instructional areas unless a teacher or staff member provides permission to do so elsewhere.
- Students need to be diligent about safely storing their PEDs. The Adult Education Centre is not responsible for lost, stolen and/or damaged PEDs.
- Keep personal information private (e.g. age, address, phone numbers, usernames, passwords) unless approved by a teacher and/or a parent.
- Use good judgment in accessing material on the Internet, and report suspicious concerns to a teacher immediately.
- Create, display, use and store messages, images and videos appropriately while demonstrating respect, e.g. no cyber-bullying or using others' passwords.
- PEDs may not be used for any communication or for taking photographs/video unless permission is granted by a teacher or other staff member.
- Posting photographs and/or images on the Internet (including social network sites) without teacher and/or parent permission violates the Code of Conduct.
- With respect to Board technology, never download or install any software without the permission of your teacher.
- Do not use Board technology resources to store materials not relevant to educational purposes.
- Users should not expect privacy with respect to any of their activities when using the Board's technology resources.

We have clear expectations around the appropriate, respectful use of technology. Inappropriate use of Board technology and/or PEDs may result in discipline or having the use of these services suspended or removed.