

CONTINUING EDUCATION 2016

HAROLD M. BRATHWAITE CREDIT NIGHT SCHOOL

STUDENT HANDBOOK

Harold M. Brathwaite S. S
415 Great Lakes Drive, Brampton
905.793.2155

Welcome to Harold M. Brathwaite S.S Credit Night School!

The entire Night School staff wishes you success in your Night School program. Please feel free to come to the Night School Office if we can assist you in any way. This handbook outlines information of which students must be aware during Night School. It also contains a copy of the Peel District School Board's **Code of Behaviour**. Due to the brief length of Night School, success can only be achieved through a consistent daily effort.

NIGHT SCHOOL ADMINISTRATION TEAM

Ms. Kimberley Jones
Administrator

Mr. Dion Neil
Assistant Administrator

Ms. Dianne Haase
Head Secretary

Ms. Nadine Eves
Computer Secretary

IMPORTANT DATES

Wednesday, February 17 th	First evening of Classes & Walk-in Registration at HBSS location
Monday, February 22 nd	Walk-in Registration
March 14 th & 18 th	March Break (no classes)
Monday, March 28 th	Easter Monday (no classes)
April 11 th	Mid-Term Reports Distributed
April 18 th	Full Disclosure – Last day to drop a course before Full Disclosure
May 18 th	Final Exams (Part 1 – if needed)
May 23 rd	Victoria Day (no classes)
May 25 th	Final Exams (Part 1 or 2)
May 30 th	Last Evening of night school – Exam review & report cards issued)

DAILY SCHEDULE

5:45-6:00	Report to class
6:00-7:45	Class Instruction
7:45-8:00	Break
8:00-9:30	Class instruction
9:30-9:45	Classes end – exit the building

ATTENDANCE

All students in full credit courses are required to be in class and ON TIME each night of Night School. Enrolment in Night School is a privilege. With this privilege comes certain rights and responsibilities. Due

to the short duration of Night School, any student who abuses the attendance policy will be withdrawn from the program. One unacceptable absence may result in withdrawal from the Night School program. Students who must leave early should obtain an excuse slip from

the Night School Office before school and give it to the teacher at the beginning of class. A note from your parent is required. Students absent for medical reasons should bring a note to the Night School Office upon return to school. Students should leave the grounds immediately after class ends.

ASSESSMENT AND EVALUATION

The final report card mark is comprised of term (70%) and exam / summative (30%) marks. Your teacher will tell you how your term mark will be determined. Night School teachers evaluate student work frequently over the course of the Night School program to provide a sound basis for a term mark. A variety of assessments will be used including quizzes, tests, oral and/ or written reports, assignments etc. Students will receive an interim progress report and a final report. Students in all other programs will receive only one report, the final report on the last day of the program. On the last day of class for all programs, students will review their examination papers, receive their final marks and report cards.

FINAL SUMMATIVE ASSESSMENTS

Under the Ontario Secondary School policy, students **must** complete a final evaluation in each course in order to receive a credit. The final evaluation can involve more than one component, e.g. a performance task and formal exam. The final evaluation schedule will not be altered. There are no exemptions from completing the final evaluation of your course. Students who miss a final evaluation will receive a mark of o (zero) on their final evaluation. Students who miss a final evaluation for medical or family emergency reasons **must** notify the Continuing Education Administrator immediately in order to set up an alternative final evaluation. Students who miss an arranged alternative final evaluation will receive a mark of o (zero) on their final evaluation.

PEEL DISTRICT SCHOOL BOARD CODE OF BEHAVIOUR STUDENT RIGHTS AND RESPONSIBILITIES

TRANSPORTATION

Brampton Transit routes/Mississauga Transit routes service the school. For more information regarding times and bus stops call (Brampton 905-874-2999 or Mississauga 905-615-4636). We hope your experience at

TRANSCRIPTS

Upon advance request, official transcripts will be prepared and available for students on the last day of each session. The cost is \$2.00 per transcript. It is the student's responsibility to forward these documents to the university or college. Transcripts will only be issued for students attending post secondary institutions in the fall.

LOCKERS

Lockers are unavailable during the night. Any lockers found being used will have the locks and contents removed by the custodial staff.

EMERGENCY CLOSING

Emergency closings may occur from time to time due to a black out, weather, etc. For up-to-date information, please check the Peel District School Board website or phone (905) 366-8799 or follow us on Twitter @Peel_ConEd for information.
<http://www.peelschools.org/schools/closing.htm>.

EMERGENCY EVACUATION

If a fire alarm sounds, all students **MUST** leave the building immediately in an orderly manner with their class. Exit routes are posted in all classrooms. Remain outside with your class and teacher away from the building. Do not return inside the building unless asked to do so by your teacher.

REFRESHMENTS

Snacks may be sold in the front foyer during the break. Please place all garbage in the containers available in the area. Food and drink should be consumed in the front foyer and not in the halls and/or classrooms.

*****This semester refreshments will NOT be sold on site.**

Harold M. Brathwaite S.S Credit Night School is successful.

BEHAVIOUR

Every student is expected to respect other students' right to a safe and supportive learning environment. As such, you are expected to behave in a considerate and reasonable manner at all times. A "zero tolerance" policy with respect to bullying, threatening, harassment, abusive language, spam, disruptive

behaviour and lack of respect is in effect and misbehaviour may result in the suspension and removal from the course.

DRESS

Students are to wear clothing that is neat, clean and appropriate for school. Shoes must be worn for health and safety reasons. The wearing of hats, bandanas, or other headgear in halls or classrooms is not allowed at Night School. Bandanas (and other displays of colours) are not permitted at Harold M. Brathwaite S.S Credit Night School.

ACADEMIC INTEGRITY

Students are expected to submit original work. Students who seek to attain academic advantage or help someone else obtain such advantage through cheating will receive a grade of zero. Cheating may be identified as follows:

- Plagiarizing (copying) an assignment or someone's work.
- Possessing unauthorized examination aids.
- Copying another student's work or allowing one's work to be copied during a test or examination.
- Obtaining test or examination questions prior to the actual time set for their writing.
- Submitting work previously used for evaluation in another course.
- Contacting or working with another person during a quiz, test or exam.
- Altering work after it has been evaluated.

TEXTBOOKS, SCHOOL EQUIPMENT & SCHOOL PROPERTY

All textbooks and supplies are on loan only for the duration of Night School. Students will be charged for lost and/or damaged books/materials. Reports WILL NOT be issued if books and/or materials are not returned. Students vandalizing or damaging school property or board property and/or involved in any theft of property may be withdrawn and/or expelled from all Peel schools.

ELECTRONIC EQUIPMENT

Personal devices should not to be worn in classrooms. Cellular phones, pagers, radios, etc. can be distracting and disruptive and should **not be used during class.**

THE INTERNET

The Peel District School Board has specific policies and guidelines with respect to appropriate use of the internet. A parental consent form is required prior to granting access. The policy includes:

Email Guidelines for Students Communication between Students and Staff members

Acceptable

- Discussions specifically related to class activities. E.g. 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).

OUT OF BOUNDS

Only certain classrooms and areas of the school are assigned to Night School. Your teachers will make these areas known to you. Areas of the school not assigned to Night School are out of bounds at all times.

STUDENTS SENT FROM CLASS

Students sent from class are to report immediately to the Night School Office to see an Administrator.

PRIVATE VEHICLES

Students who bring a vehicle to school and park on school property do so at their own risk. Cars should be parked in the front parking lot. The entrance to this lot is off Great Lakes Road and the speed limit on school property is 15 km/hour. Students are requested not to sit in their vehicles during school hours. Violation of parking regulations could result in the loss of parking privileges.

TRESPASSING

Harold M. Brathwaite Secondary School is private property. It is important that all staff members know and can identify students belonging to the Night School site. As such, a student is expected to identify him/herself and his/her teacher(s). Trouble on school

property is often directly related to individuals who are not students at the school, but who are trespassing on the property. Trespassers may jeopardize the safety and well being of the Night School students and staff. Visitors on official school business are expected to report to the main office. Students are not permitted to have guests on school property and are expected to report trespassers to the office.

SMOKING

Smoking is a serious health risk. It is against the law to smoke on school property. In accordance with Peel District School Board policy, students who smoke on school property face a fine of \$305.00 from the Peel Health Department. Repeat offenders may be withdrawn from Night School.

A student caught smoking inside the building will face an automatic fine of \$305.00 and withdrawal from Night School.

DRUGS

Students are expected to come to school free from the influence or possession of alcohol, drugs and other intoxicants. Possession or use of those substances is a criminal offense. When there is evidence of substance abuse, possession or trafficking of drugs, the Peel Regional Police will be contacted. The student will be suspended and withdrawn from Night School and a possible recommendation for expulsion from all schools under the jurisdiction of the Peel District School Board may result.

WEAPONS

Weapons or replicas are prohibited on school property. Weapons include knives, guns of any type, and any object that could be used to inflict bodily harm. The possession and/or display of weapons or replicas of weapons on school property will result in contact with the Peel Regional Police. The student will be suspended and withdrawn from Night School and a possible recommendation for expulsion from all schools under the jurisdiction of the Peel District School Board.

SEARCH AND SEIZURE

An Administrator, who has reasonable grounds to do so, may conduct a search of a student or their possessions in carrying out his or her duties to maintain order and

discipline in the school. Desks and lockers are school property. A search of such property is permissible by the school administration.

EIGHTEEN YEAR OLDS

The Peel District School Board considers communication with parents as partners in education extremely important. Night school staff may call parents regarding matters of academic achievement, attendance and discipline. However, students who are 18 years of age and older have the right to control their own educational information. If any 18 year old student objects to communication with parents, they are requested to put this objection in writing to the school administrator by Wednesday, February 24th, stating that night school is not permitted to contact their parents.