



NEW HORIZONS ADULT EDUCATION CENTRE

2018 - 2019 HIGH SCHOOL FOR ADULTS STUDENT HANDBOOK

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ADULT EDUCATION SERVICES

HIGH SCHOOL FOR ADULTS SERVICES:

New Horizons gives students the possibility to successfully obtain secondary school credits towards a diploma, or to go on to Vocational Training or post-secondary studies. We offer courses such as English, Math, French, History, Physical Science, Chemistry, Physics, Phys. Ed., as well as GED, GDT and SSET prep.

FRANCIZATION AND ENGLISH CLASSES:

The Francization and English classes (beginner, intermediate and advanced levels) are designed to develop communication skills. They will help individuals develop the aptitudes required to integrate into Quebec society while preparing them for the transition to further studies or to enter the work force.

SOCIAL INTEGRATION SERVICES: SIS:

A program designed to provide adults experiencing adjustment difficulties of a psychological, intellectual, social or physical nature, access to an individualized learning that will enable them to acquire basic skills and will prepare them for further studies if they wish to continue their education.

OTHER SERVICES:

We also offer services in English, which provide an opportunity to explore the world of work while preparing for entry into the workforce. We can help individuals to become better familiarized with the expectations of the constant changing nature of the job market and businesses. They are:

- ❖ Analysis of Prior Learning
- ❖ Placement Tests
- ❖ Secondary Studies Equivalency Test (S.S.E.T.)
- ❖ General Development Test (G.D.T)
- ❖ General Educational Development (G.E.D.)
- ❖ Record of Learning
- ❖ SARCA services
- ❖ Job Links
 - Career Counselling
 - Job Search

RESPONSIBILITIES OF AN ADULT EDUCATION STUDENT

1. **TIME:** MANAGE IT

- Arrive in the classroom on time
- Wait for the teacher to dismiss the class
- Stay in class once you are there
- Watch those five-minute breaks - make choices
- Phone or inform a staff member when you cannot make it to class

2. **WORK:** DO IT

- Come prepared
- Ask for help when you need it
- Set a goal and work towards it

3. **SUPPLIES:** BRING THEM

- Arrive with what you need to do your work

4. **ENVIRONMENT:** TAKE CARE OF IT

- Keep it clean and safe
- Pick up your garbage
- Watch your language
- Keep the noise level down so others can work
- Look after your things and things that belong to others
- Take care of school property and equipment

5. **PEOPLE:** RESPECT THEM

- Give people their space; let them be
- Know your limits with people
- Report any verbal or physical abuse
- Speak to someone if you feel harassed
- Accept people as they are
- Help each other whenever possible
- Be polite

6. **YOU:**

- Respect yourself
- Dress for success
- Prove you have integrity
- Take care of your personal hygiene

GENERAL INFORMATION

Main Office Hours:

Monday to Friday from 8:00 am - 4:00 p.m.

Centre Closure:

Centre closures will be announced early in the morning on the following:

- **Énergie NRJ 106.1**
- **CBC Quebec AM**
- **91.7 FM - CHLT (Sherbrooke)**
- **ETSB Facebook page**
- **ETSB website**
- **New Horizons Facebook page**
- **New Horizons website**

**** If you call the Centre to confirm if the Centre is open or closed,
please listen carefully to the message. ****

Visitors:

All visitors must report to the Main Office for a Visitor Pass. If a student wishes to bring a visitor, they must request a Permission Form from the Main Office. The form must be completed and returned to the Main Office at least one day prior to the visit.

Only in the event of an emergency will a student be called out of class. Students are therefore encouraged to take care of personal business outside of school time.

Absence from Class:

Please notify your teachers and the Main Office of your absence ahead of time whenever possible. Call (819) 566-0250 ext. 0 to give your name and reason for not attending. An answering machine will take your message when the office is closed or the secretary is unavailable.

Attendance:

Students are expected to attend class on a regular basis as indicated on their schedule, to be on time, and to leave only at the end of each block. Due to a waiting list for certain subjects, if a pattern of lateness, early departure, or frequent absence occurs, the student will be required to either change his/her schedule or leave the program. Each absence is recorded by the teacher and submitted to the TOS (School Organization Technician). On the fifth (5th) consecutive day of absence from class as per their

schedule, a student will be declared as having abandoned the course. An additional charge of \$25.00 will be required after 10 days of absence.

Bus Transportation:

Students who live outside the area serviced by public transportation are permitted to ride on ETSB buses if space is available. A request must be submitted to the Main Office (New Horizons) prior to riding on the bus. Students requiring bus transportation must sign an agreement to use this service. Students using the school bus must attend classes for the entire day. Any students who leave during the day without a valid reason and proof will lose their privileges and will have to find their own means of transportation. Only students attending New Horizons Adult Education Centre are allowed to use the school bus.

Students may only ride the bus route indicated on their bus pass.

Incidents of rude or insolent behaviour directed towards other students and/or bus drivers **will not** be tolerated. The following disciplinary procedures will be acted upon in the event of an incident on the bus:

Incident No. 1

An Incident Report will be completed by driver and forwarded to the student with a copy to the Centre and a second copy directed to the School Board. This report will act as the sole and final warning.

Incident No. 2

A second Incident Report will result in immediate suspension of the student's bus transportation privileges.

Change of Address:

It is important to advise the Main office of any change in your address and/or telephone number so that the information is updated on your school records and at the Ministry of Education. There are change of address forms available at the Main Office.

Lockers:

Due to the small number of lockers available, they will be given on a first come, first served basis. Students may bring and use their own locks, but must inform the Main office of which locker they have chosen. Locks may also be rented for a fee of \$5.00 (refundable when the lock is returned at the end of the school year or your studies). A record of locker numbers and lock combinations will be kept in the Main Office. The Centre reserves the right to open any locker at any time, if a reason presents itself. ***All lockers must be emptied and locks removed at the end of your studies and/or by the end of June.***

Medical Information:

The *General Information* form is to be completed upon registration and returned to the Main office as soon as possible. This information will be used in case of an emergency and kept confidential at the Main Office. It is **very** important for us to know of any medical concerns and/or allergies as well as contact information.

Student ID photos:

A student Identification card will be made for those students who wish to have one.

As the Centre sometimes uses pictures of students for its website, publicity, Facebook page, and other projects, all students must complete the *PHOTO CONSENT* section of the *General Information* form.

Cheating:

If a student is caught cheating, he or she automatically receives a mark of zero (0) for the course. Sharing exam questions and answers is considered an offence. Depending on the case, the student must rewrite all sections of the examination for the course. Cheating is considered a serious offence; see *Plagiarism Policy* on page 9.

To Appeal a Mark:

If you do not agree with a mark you have received, you can appeal it. The first step is to discuss it with the teacher concerned. If you are unable to resolve this problem with the teacher, then you must write a letter of explanation and submit it to the Centre Director. If your reason is justified, your mark will be re-evaluated by an external marker or another teacher, but you will have to accept the final decision of the marker.

Safety Drills:

You are asked to learn the *Emergency Exit routes* and the *Emergency Response Plan* posted in each classroom in case the Centre must be evacuated or there is a lockdown. An Emergency response plan has been developed to assist the Centre. Your teacher will inform you of these procedures. During a Centre evacuation drill, you are expected to regroup at the West end of the school parking lot (close to the elementary school) and stay with your teacher until you are informed that it is safe to re-enter the building.

Child Care:

There are no childcare facilities at the Centre. In cases of extreme emergency, arrangements could be made for a child to accompany his/her parent to class. Requests should be made through the teachers concerned using the request form for visitors obtained from the Main Office.

Food and Drinks:

If you wish to purchase food or drinks there are several restaurants and a grocery store located near the school. Please use the Gymnasium, Student lounge or Student canteen for breaks and lunch. Each teacher will indicate whether eating and drinking is permitted in his or her classroom.

Parking:

Parking is permitted behind the school only. *Vehicles parked elsewhere risk being towed.* Please take note that the area along the back wall of the school is reserved for the staff members.

Do not park close to the green garbage bin as this blocks entry and exit for other people.

Phones:

Appropriate cell phone use is expected. Texts and phone calls should be done during break time and lunchtime. *Use of the Main Office telephone is not permitted.*

Photocopier Use:

Students are not allowed to use the photocopiers. If they require additional copies of school-related material, they must ask their teacher. Personal copies may be made at a cost of .25¢ per page.

CREACTIVITIES

On Wednesdays during Blocks 2 & 3, teachers often schedule enrichment activities for students.

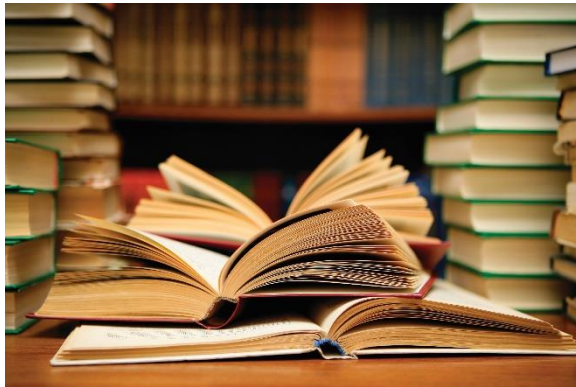
It is important to consult the Bulletin Board in the second floor hallway - reserved for information about these activities.

Most of the time there is a sign-up sheet for the activities being offered. Sometimes there is also a maximum limit of places available. Students who do not sign up may not be permitted to participate in these activities and are expected to report to the workroom that is available. Attendance is monitored.

More information on the types of activities offered will be given to the students by their Mentors. Watch the TV monitor by the Main office for information as well.

READING BLOCK

Studies have shown that reading has a significant impact on school success. Therefore, our Centre has implemented a 20-minute, daily reading period during block 5 (from 1:00 pm – 1:20 pm). Each student and teacher is required to read a book or magazine during this time. Reading material is to be paper books or magazines. No electronic devices, headphones or cell phones permitted.



PLAGIARISM POLICY

*Plagiarism: The act of taking work, published or otherwise,
and using it as your own.*

Examples of plagiarism:

- ↪ Using parts of texts without crediting the original source (No citations);
- ↪ Omitting quotation marks when using words directly from another text;
- ↪ Failure to report the use of other sources of information beyond the assigned text;
- ↪ Copying the ideas and pattern of another piece of writing.

Tips to prevent plagiarism:

- ↪ Always indicate when you have used other references to prepare your assignments;
- ↪ Ask your teacher if you are permitted to use other sources;
- ↪ Use quotation marks and citations to accurately identify sources;
- ↪ Restrict the use of the cut and paste button on the computer.

Plagiarism is a clear violation of copyright laws. The New Horizons Adult Education Centre considers it a violation of academic property and a serious breach of the student's code of conduct.

Any student caught plagiarizing will face the following consequences:

First offence:

The assignment will be discredited and the student will need to re-do the entire assignment using a different text/topic. The incident will be recorded in the student's file.

Second Offence:

The student must meet the Centre Director and may face a suspension. The incidents will remain on the student's file throughout the course of study.

Third Offence:

A third offence would warrant an immediate removal from the course.

CELL PHONE POLICY

1. Cell phones **MUST** be turned off or set on vibration mode upon entering the classroom.
2. Students should **NOT** be taking calls during class time (see note below).
3. Students **MAY at times** be given permission to use their cell phone as a learning tool to help with classwork.
4. To help students to focus and concentrate on their schoolwork, they may use their cell phone to listen to music quietly.
5. Texting, Facebook, YouTube, games, videos and unnecessary phone calls **MUST** be reserved for the breaks.

NOTE: in order to ensure student academic success, if a teacher feels at any time that a student's cell phone use is negatively interfering with his/her concentration and learning, the student will be asked to put his/her cell phone away immediately. Any refusal to do so will result in a write-up (green sheet) with a referral to the Centre Director.



POLICY ON STUDENT CONDUCT

Each discipline case will be evaluated on an individual basis. Students who demonstrate an unwillingness to comply with the Policy on Student Conduct may be suspended or not re-admitted to the Centre.

MAJOR OFFENCES:

Any act that is illegal or endangers, intimidates or physically injures another individual on School Board property, on a school bus or on a Centre-sponsored field trip such as:

- POSSESSION OF, USE OF, AND OR BEING UNDER THE INFLUENCE OF ALCOHOL AND OR DRUGS
- BRINGING/WIELDING WEAPONS
- PHYSICAL ABUSE
- DESTROYING/VANDALISM OF PROPERTY
- SETTING FIRES OR TAMPERING WITH FIRE SAFETY EQUIPMENT
- THEFT
- HARASSMENT

Any major offence will result in immediate removal from The New Horizons Adult Education Centre. Re-admission may be considered by a disciplinary committee, which will include the Centre Director.

OTHER OFFENCES:

Any act which has a negative impact on the learning climate at the Centre:

- ABUSIVE/FOUL LANGUAGE
- CONSTANT ABSENCES
- FREQUENT LATENESS
- INAPPROPRIATE USE OF SCHOOL EQUIPMENT AND MATERIALS
- SUSPECTED CHEATING
- INAPPROPRIATE USE OF COMPUTERS AND CELLPHONES
- SMOKING ON CENTRE PROPERTY
- FACEBOOK ENTRIES, POSTINGS, AND UPDATES

Students will be given a verbal warning and a meeting with the Centre Director may be called which could result in a suspension.

EXAM REQUEST PROCEDURES

In order to register to write an exam **ALL** students must follow these steps:

1. Meet with their appropriate teacher to confirm they are ready to write an exam.
2. Request an exam **at the latest** 2:00 pm the day before the exam. EG: Monday at 2:00 pm for the Tuesday Testing Block, Wednesday at 2:00 pm for the Thursday Testing Block. This can be done in person, by phone, or email, but not through the New Horizons Facebook page.
3. Students will **NOT** be permitted to write an exam outside of the Testing block.
4. **Distance Education** students must notify their teacher by email or by phoning the Centre at 819-566-0250 ext. 0 at the latest 2:00 pm the day before a Testing block day.
5. Students who are absent the day before Testing Block must notify their teachers by email or by phoning the Centre at 819-566-0250 ext. 0 at the latest 2:00 pm the day before a Testing block day.
6. The day of the exam, you must see your teacher to receive a permission slip to enter the Testing room.
7. Students who have not complied with this procedure will not have access to the Testing room and will not be able to write an exam. They will need to make another request.
8. In some cases, *specific* courses allow a student to have a memory aid. Please see your teacher for more information on this. **The memory aid must be submitted to the teacher when requesting an exam and it will stay with the exam.** You may make a copy for your own records.

EXAM ROOM REGULATIONS

1. **UPON ENTERING THE EXAM ROOM, CELL PHONES, PAGERS AND MUSIC DEVICES** must be turned off and placed in the holder in the cupboard or in the students school bag. If you bring one of these devices to your desk, you will be asked to leave and you will not be permitted to do your exam. If you are using it, you will be asked to leave the room immediately and will receive 0% on your exam.
2. Students are not permitted to leave the room once they have their exam in their possession.
3. All book bags, purses, books, and pencil cases must be placed at the front of the room.
4. Scrap paper will be controlled. The Exam Supervisor will supply you with paper. **ALL** scrap paper must be returned to the Supervisor prior to leaving the room.
5. Dictionaries, Bilingual dictionaries, Thesaurus, Bescherelles, Grammar books and/or calculators will be provided in and by the Exam room **IF PERMITTED**.
6. **DO NOT WRITE** in the exam booklets unless otherwise indicated.
7. Talking is **NOT** permitted.
8. Once you are finished your exam hand everything – exam, scrap paper and memory aids, to the Supervisor. Do not put scrap paper in the garbage or recycling. Please leave the room quietly.
9. Students caught cheating (this includes having a cell phone on you) will be asked to leave the Exam room immediately and will meet with the Centre Director. Further consequences will follow.

HARASSMENT POLICY

Harassment of any nature is contrary to an atmosphere of equal respect of all persons, and is prohibited by law.

Harassment may include (but is not limited to) the following: verbal harassment, including derogatory comments or slurs; physical harassment, physical interference with movement or work, or visual harassment such as derogatory cartoons, drawings or posters, AND Facebook postings.

The Eastern Townships School Board prohibits any form of harassment against any student, employee, or person under its jurisdiction according to the Quebec Charter of Human Rights and Freedoms. Furthermore, New Horizons Adult Education Centre will:

1. Protect students, employees, and other persons from harassment;
2. Provide education as to the nature of harassment;
3. Establish a complaint procedure which outlines an inquiry process, including possible consequences;
4. Ensure confidentiality in the event of an enquiry.

Any person who feels that he/she has been the victim of harassment should bring it to the attention of the Centre Director. If, however, a complaint involves the person fore-mentioned, the report may be made to another staff member, i.e. a mentor. The person who receives the complaint will immediately attempt to resolve the situation by informal and confidential mediation, if the parties agree. This may be done in collaboration with the mentor, if he or she is not the person who receives the complaint. A confidential written record will be kept of all discussions.



NO-SMOKING POLICY

NO **SMOKING**

In compliance with the policy of the Eastern Townships School Board and applicable laws, smoking is prohibited on all premises under the jurisdiction of the School Board. **Beginning May 26, 2016, smoking is prohibited at all times, including evenings and weekends.**

Smoking is prohibited **on the grounds of New Horizons Adult Education Centre**. This includes the Centre building, the property surrounding it, and the parking lot. These areas are under the jurisdiction of the School Board. **The use of electronic cigarettes is prohibited within 9 meters of the doors of the Adult Education Centre.**

Smoking is restricted to the sidewalk at the West end of the building at least 30 metres away from the building entrance. An ashtray is located in that area for your convenience. **There will be no smoking at the front entrance, on the lawn, stairs or ramp into the building, in the parking lot or in vehicles parked in the parking lot.**

THE PROCEDURE BELOW WILL BE APPLIED TO OFFENDERS:

First Offence

A verbal reminder about the policy will be given to the student. A written notation of the incident will go in the student file.

Second Offence

A written warning about the policy and law from the Centre Director will be given to the student.

Third Offence

If a student persists in smoking, the Centre Director will refer to the *Policy on Student Conduct*.

Inspectors for the Ministry of Health and Social Services can issue fines to anyone who fails to comply with the smoking bans on the grounds of our schools and Centres. Fines for non-compliance to the Act are steep:

- **Smoking in an area where it is prohibited:**
 - \$250 - \$750 (minor \$139 incl. administrative fees)
 - Repeat offence: \$500 - \$1,500
- **Allowing someone to smoke in an area where it is prohibited:**
- \$500 - \$12,500

BOOK DEPOSIT / RENTAL

Half of the book deposit/rental fee for certain subjects/levels will be refunded when applicable and the book is returned in acceptable condition. Math, Science and English books may also be purchased. Each book has a different cost, so please check with your teacher or the secretary.



The deadline for returning books in order to receive your refund is the last week of classes of the current school year.

PAYMENT POLICY

All payments are due at registration or on the first day of attendance of each session: Fall, winter, spring, and summer.

Cash and personal cheques (made payable to the ETSB) are accepted. Other costs may include book purchases, book deposits, and the purchase of school supplies.

REFUND POLICY

- ❖ 100% of fees if the Centre cancels the course;
- ❖ 100% of fees when the student informs the Main Office **BEFORE** the first day/class;
- ❖ 50% of fees when the student informs the Main Office **BEFORE** the second day/class;
- ❖ 0% of fees **AFTER** the second day/class.
- ❖ On-line math courses are non-refundable.
- **N.B. Fees of 25\$ for placement tests are never refunded.**



TECHNOLOGY INFORMATION

Students registered in the High School program will have access to a laptop computer or other type of device during their studies. Laptops and other devices must remain in the Centre.

- ↪ Each student enrolled at New Horizons will receive their own email address. See your mentor or teacher for more information.



GUIDELINES FOR ACCEPTABLE USE OF COMPUTER INFORMATION TECHNOLOGY

The Eastern Townships School Board policy on Telecommunications, Network and Computer Resource usage applies to all students. Students will be required to sign a code of conduct form prior to use of computer resources.

RULES GOVERNING USE OF COMPUTER INFORMATION TECHNOLOGY

1. The computers and related technology are to be used for school purposes only, except where indicated.
2. Any Internet site searches or other research must be directly related to school projects, course work, and assignments.
3. Chat lines are never to be used by a student at the Centre.
4. Personal E-Mail accounts may be allowed with prior permission and must be accessed outside of class time.
5. All laptops, iPads, Chrome books and other devices are the property of the Centre and will remain at the Centre.

Violation of these rules or other inappropriate use of the computer information technology available for student use at the Centre will result in immediate loss of computer privileges, as well as other possible disciplinary measures as outlined under the Policy for Student Conduct (Major and Minor Offences) in this handbook.

EXAMPLES OF INAPPROPRIATE USE OF COMPUTER TECHNOLOGY:

1. Creating, sending, receiving or displaying offensive messages or pictures.
2. Using obscene language.
3. Harassing, insulting, intimidating, or attacking any other person.
4. Installing programs on school computers.
5. Damaging computers or networks. This includes intentionally installing or downloading material containing a virus.
6. Violating software licensing agreements or engaging in plagiarism. All copyright laws must be respected.

STUDENT SUPPORT SERVICES



MENTORING

MISSION STATEMENT

It is our mission to provide students with the opportunity to meet with a mentor on a regular basis. Mentoring will occur in a one-to-one or group setting.

YOUR MENTOR IS SOMEONE:

- ✓ you can trust;
- ✓ you can talk to;
- ✓ who wants to share in your success;
- ✓ who will help you feel comfortable at New Horizons;
- ✓ who could represent your interests within the Centre;
- ✓ who does schedule changes;
- ✓ who can help you make academic decisions and direct you to the proper resource person.

OBJECTIVES OF MENTORING:

1. To review ongoing progress and to adjust existing goals.
2. To help students develop skills which support their progress.
3. To foster independence and the development of high expectations.

JOB LINKS

Job Links is an Employment and Career Counselling service supported by Services Quebec. The English community will receive information about Services Quebec services, the labour market and the tools needed to be autonomous in their job search (résumés, cover letters, and interview practices.) We also offer services related to a career plan and information about financial support if you would like to return to school. Job Links also has a good relationship with several businesses in the Eastern Townships.

For more details on what Job Links can do for you, speak to the Job Links secretary in the Main Office or call 819-566-2422.

STUDENT PARTICIPATION ON GOVERNING BOARD

The Governing Board is a decision-making body which, by establishing a management dynamic between the institution and the school board, gives schools or vocational training and adult education Centres the resources required to meet the educational needs of all students.

The Governing Board carries out its responsibilities in a collegial manner, taking into account the respective roles of all members. This is an essential condition for ensuring that the educational action taken by the various participants serves a common goal, namely, the academic success of the greatest possible number of students.” Taken from the Ministry of Education website.

Each school year, two students are asked to serve as student representatives at Governing Board meetings, which are held periodically throughout the year. Their responsibilities are to present information on behalf of the student body and vote on matters that are discussed at the meetings. If you would like to volunteer, please see your Mentor or teacher.

CENTRE STAFF

Steve DunnCentre Director
Mitchell Lachance..... Guidance Counsellor/ Admissions Officer
Danielle Robert.....Guidance Counsellor (Job Links and New Horizons)
Melissa Crook (on maternity leave).....Employment Counselor (Job Links)
Evelyn Miller.....Social Work Technician
Christina Marticorena.....Special Education Technician
Manon Lamothe.....Pedagogical Consultant/ Development Officer

SUPPORT STAFF

Donna Bray.....Secretary- New Horizons
Yves Collins.....Caretaker
Matt MacleanTesting Block Supervisor
Jessica Girard.....Secretary/Guidance counsellor - Job Links
Jennifer Rosebush.....School Secretary
Eugene Geneau.....School Organization Technician

TEACHING STAFF

Kelly Hurdle (replacing Fabienne Beduneau).....French, History – hurdlek@edu.etsb.qc.ca
Michèle Ferenczi.....English (Level 1)- ferenczim@edu.etsb.qc.ca
Gwen Galvin-Gougeon..... English (Pre-Sec)-galvin-gougeong@edu.etsb.qc.ca
Ryan Kirby.....Mathematics, Sciences – kirbyr@edu.etsb.qc.ca
Manon Lessard.....Social Integration Services – lessardm@edu.etsb.qc.ca
Shanna Loach.....English (2-3) - loachs@edu.etsb.qc.ca
Megan MacLean.....English (4-5) - macleam@edu.etsb.qc.ca
Julie Vallée.....Mathematics, Sciences – valleej@edu.etsb.qc.ca

NEW HORIZONS ADULT EDUCATION CENTRE - FLOOR PLAN

Parking

BASEMENT

Gym	Student Canteen 110	Work-out area			
	Men's Washroom	Women's Washroom		Janitor office	

MAIN FLOOR

209	210	211	Main Office 212		Director's Office
SIS class 207	206	205 Student Lounge	Admissions Office 203		Ped. Consultant

Main Entrance (Galt Street)

ESL Office		Staff Room
Photocopier room		
Bathroom/student sick room		
Supply/Storage Room		
Staircase to lower level and exit		School Org. Techn. Office
		School secretary office

UPSTAIRS

308	309	310	311		
307	306	305 Science Lab	Guidance Counsellor		Job Links Res. Centre

REQUIREMENTS AND REPORTS

REPORTS

Upon successful completion of a credit, a student receives a bilingual report ("Relevé des apprentissages") directly from the MEES (*Ministère de l'Éducation et de l'Enseignement supérieur du Québec*). Reports are mailed to the student's address four times a year providing the student has completed a credit within the mailing periods.

PRIOR LEARNING RECOGNITION

High School Diploma	
EQUIVALENCES	
Short cut for Voc. Ed.	
<u>GDI</u> GENERAL DEVELOPMENT	SSET SECONDARY SCHOOL EQUIVALENCE TESTS
GED GENERAL EDUCATION DEVELOPMENT TESTING SERVICE	GED GENERAL EDUCATION DEVELOPMENT TESTING SERVICE
<p>WHY TAKE THE GDT?</p> <p>Can be used for admission to Vocational Education programs; however, may need other specific requirements in Math or English for program.</p> <p>THE GDT CONSISTS OF 5 SUBJECTS:</p> <ul style="list-style-type: none"> - Mechanical Reasoning - Science, - Problem Solving, - Reading Comprehension - Grammar <p>Test can be taken in either English or French for any Vocational Training program.</p> <ul style="list-style-type: none"> • Pass is 43/100 overall. • Need to be 18 years of age for entry into program after GDT. • Can retake in 1 year if failed. <p>NO OFFICIAL DOCUMENT FROM THE MINISTRY IS ISSUED.</p>	<p>WHY TAKE THE SSET?</p> <ul style="list-style-type: none"> • To register for Vocational Education. • To gain access to some jobs. • To achieve a personal satisfaction. <p>Some preparation guides are available.</p> <p>THE SSET CONSISTS OF:</p> <p>3 mandatory tests</p> <ul style="list-style-type: none"> - English Grammar - English Comprehension - French <p>2 other tests are chosen from the following:</p> <ul style="list-style-type: none"> - Math - Social Studies - Economics - Natural Science <p>Must pass all 5 tests with 60% each.</p> <p>All tests must be done within 6 months. In the case of a failure, the SSET can be retaken only after 12 months.</p> <p>An <i>Attestation of Equivalence in Secondary Studies (AESS)</i> WILL BE ISSUED BY THE MINISTRY.</p>
<p>WHY TAKE THE GED?</p> <ul style="list-style-type: none"> • To register for Vocational Education. • To gain access to some jobs. • To achieve a personal satisfaction. <p>The GED is recognized throughout Canada and the United States. It measures the level of education gained through life experiences such as work, travel, reading and other learning.</p> <p>Some preparation guides are available.</p> <p>Candidate cannot have a high school diploma and must show level of preparation to qualify.</p> <p>THE GED CONSISTS OF 5 TESTS:</p> <ul style="list-style-type: none"> - Language Arts Writing - Language Arts Reading - Math - Social Studies - Science <p>Multiple choice questions and one short essay.</p> <p>If a test is failed, retakes are available according to certain guidelines.</p> <p>IF ALL TESTS ARE PASSED, A <i>Certificate of Equivalence of Secondary Studies (CESS)</i> WILL BE ISSUED BY THE MINISTRY. In addition for each test passed, Level V credits will be awarded and can count as optional credits towards diploma.</p>	<p>WHY TAKE THE GED?</p> <ul style="list-style-type: none"> • To register for Vocational Education. • To gain access to some jobs. • To achieve a personal satisfaction. <p>The GED is recognized throughout Canada and the United States. It measures the level of education gained through life experiences such as work, travel, reading and other learning.</p> <p>Some preparation guides are available.</p> <p>Candidate cannot have a high school diploma and must show level of preparation to qualify.</p> <p>THE GED CONSISTS OF 5 TESTS:</p> <ul style="list-style-type: none"> - Language Arts Writing - Language Arts Reading - Math - Social Studies - Science <p>Multiple choice questions and one short essay.</p> <p>If a test is failed, retakes are available according to certain guidelines.</p> <p>IF ALL TESTS ARE PASSED, A <i>Certificate of Equivalence of Secondary Studies (CESS)</i> WILL BE ISSUED BY THE MINISTRY. In addition for each test passed, Level V credits will be awarded and can count as optional credits towards diploma.</p>

REQUIREMENTS

REQUIREMENTS to obtain the SECONDARY SCHOOL DIPLOMA (S.S.D.)

The Secondary School Diploma (General Education) in the Adult Sector is awarded to students who have obtained 54 credits in Cycle Two (Levels 4 & 5) from which at least 20 credits are in Level 5.

These credits include the following subjects:

ENGLISH MOTHER TONGUE	Level 5 completed
FRENCH SECOND LANGUAGE	Level 5 completed
MATH	Level 4 (minimum 4 credits)
SCIENCE AND TECHNOLOGY	Level 4 (minimum 4 credits)
SOCIAL	Level 4 (minimum 4 credits)
OPTIONAL SUBJECTS	Number varies according to the number of credits Remaining to reach 54 credits

ADMISSION REQUIREMENTS FOR COLLEGE

As stipulated in the *College Education Regulations*, students must have their Secondary School Diploma to be admitted into a Diploma of College Studies. Specific prerequisites may also be requested, depending on the program targeted (if needed, the Guidance Counsellor can give you more information).

ADMISSION REQUIREMENTS FOR VOCATIONAL EDUCATION (DEP)

1. Secondary School Diploma;
OR
2. General Education Development;
OR
3. Secondary School Equivalency Test (S.S.E.T.);
OR
4. Level 3 or Level 4 English, French and Math (some exceptions may apply) and being at least 16 years of age as of September 30 of the school year in which their training is to begin;
OR
5. General Development Test (G.D.T.) with specific academic requirements and being at least 18 years of age upon entry into the program.

**SUMMARY OF THE PROCEDURE FOR
THE RECONSIDERATION OF A DECISION**

(Appeal Process)

If you are concerned about a decision affecting your child or yourself (if you are an adult student) and wish to have it reviewed, there is a process laid out in the Education Act (Sections 9 to 12), and every School Board must have its own procedure to deal with these requests. To this effect, on October 29, 2002, the Council of Commissioners of the Eastern Townships School Board adopted the *Procedure for the Reconsideration of a Decision*. This procedure may be found on the ETSB website at www.etsb.qc.ca, both in English and French. A copy may also be obtained by contacting your School Principal, Centre Director or the office of the Secretary General.

In the event that a student (or his/her parents) wishes to appeal a decision, he or she should contact Mr. Michel Soucy, Assistant Director General at 819-868-3100 ext. 55005 or by e-mail at soucym@etsb.qc.ca to submit their request.

IMPORTANT DATES

*** EQ STUDENTS MUST ATTEND ON SCHOOL DAYS WITH
NO SCHOOL BUS TRANSPORTATION ✨**

DISTANCE EDUCATION	
FALL SESSION	SEPTEMBER 4 – DECEMBER 21, 2018 (as per schedule)
WINTER SESSION	JANUARY 8, 2019 - APRIL 12, 2019 (as per schedule)

AUGUST/SEPTEMBER

HSA Fall Session begins	August 29
Holiday (Labour Day)	September 3
Distance Education Fall Session begins	September 4
Testing Block begins	September 4
School Day with NO School bus transportation ✨	September 21

OCTOBER

Holiday (Thanksgiving)	October 8
School day with NO School bus transportation ✨	October 19

NOVEMBER

School days with NO School bus transportation ✨	November 19 & 23
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DECEMBER

School days with NO School bus transportation ✨	December 7
Distance Education Fall session ends	December 20
HSA Fall session ends	December 21
Holiday (Christmas break)	December 24 - 31

JANUARY

Holiday (Christmas break)	January 1 - 4
Planning Day ** NO EQ	January 7
HSA Winter session begins	January 8
Distance Education Winter session begins	January 8
School day with NO School bus transportation ✨	January 28

FEBRUARY

School day with NO School bus transportation ✨	February 15
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MARCH

Holiday (Spring Break)March	March 4 – March 8
Ped Day – NO EQ	March 11
School day <i>with NO School bus transportation</i> ✨	March 29

APRIL

Distance Education Winter session ends	April 9
HSA Winter Session ends	April 12
HSA Spring Session begins	April 15
Distance Ed. Spring session begins	April 18
Easter (Holiday)	April 19 & 22
School day with NO School bus transportation - <i>which may convert to a school day with school bus transportation</i> ✨	April 23

MAY

School day with NO School bus transportation - <i>which may convert to a school day with school bus transportation</i> ✨	May 17
Holiday (Queen's Birthday)	May 20

JUNE

School day with NO School bus transportation <i>which may convert to a school day with school bus transportation</i>	June 7
Distance Ed. spring session ends	June 20
Holiday (St. Jean-Baptiste)	June 24
School days with NO school bus transportation ✨	June 25 - 28