

# **STUDENT HANDBOOK**



**FIRST NATIONS REGIONAL ADULT  
EDUCATION CENTER  
KAHNAWAKE, QUEBEC**

# OHEN:TON KARIWENTEHKWEN

Sewatahonhsi:iost ken'nikariwesha sewaksa'okon:'a. Ne: ka:ti tentshitewanonhwera:ton ne Shonkwaia'tison ne wahi rohsa'anion akwe:kon tsi naho:ten teiotawen:rie ne tsi ionhontsa:te.

(Everyone listen for a little while, all children. We will give thanks to the Creator because he made all our surroundings, the life cycle of this Earth.)

Teiethinonhwera:ton ne Onkwe'shon:'a.	(We offer our greetings to all the people).
Teiethinonhwera:ton ne Letsi'nisten:ha tsi Ionhatsa:te.	(...our Mother, the Earth)
Teiethinonhwera:ton ne Kahnekaronnion.	(...to all the waters)
Teiethinonhwera:ton ne Kentsonshon:'a.	(...the fish life)
Teiethinonhwera:ton ne Ohtehra'shon:'a.	(...the root life)
Teiethinonhwera:ton ne Ohonte'shon:'a.	(...the plant life)
Teiethinonhwera:ton ne Ononhkwashon:'a.	(...the natural medicines)
Teiethinonhwera:ton ne Otsinonwa'shon:'a.	(...the insect life)
Teiethinonhwera:ton ne Tionhehkwen.	(...the different natural foods)
Teiethinonhwera:ton ne Kahishon:'a.	(...the fruits and berries)
Teiethinonhwera:ton ne Kontirio.	(...all the free animals)
Teiethinonhwera:ton ne Otsi'ten'okon:'a.	(...all the bird life)
Teiethinonhwera:ton ne Karonta'shaon:'a tanon Okwire'shon:'a.	(...all the big trees and young saplings)
Teiethinonhwera:ton ne Kaie:ri Nikawera:ke.	(...the four winds or four directions)
Teiethinonhwera:ton ne Letsiso:tho:kon Ratiwe:rahs.	(...our Grandfather, the Thunders)
Teiethinonhwera:ton ne Letsi'sotha Ahshonthenkha Karahkwa.	(...our Grandmother the Moon)
Tetsitewanonwera:ton ne Shonkwatsi'a Tiekhehnehka Karahkwa.	(...our Elder Brother the Sun)
Teiethinonhwera:ton ne Iotsistohkwaronnion tsi Tkaronhia:te.	(...all the stars in the sky)
Tetsitewanonwera:ton ne Shonkwaia'tison.	(...the one who Created everything)

O:nen tho niio:re wa'kateriwatkwa:ni. Toka The:nen sonkenikonhrhen i:se ne'e sewakwata:ko tanon aeseawatera'shiwiiohake. (Now I have done the best that I am able. If there was anything that I forgot, I ask you to put your minds together to provide it and wish you good health).



A message from the Director:

## ***Welcome to the FNRAEC!***

Our administrative and teaching teams have prepared this handbook for you. This handbook will introduce you to our center in the hopes of welcoming you into our family.

Our center is your center.

We are pleased that you are considering furthering your education with us. We hope to do our very best to ensure that your time at the FNRAEC is enjoyable and successful. We wish you the best of luck, and assure you that we plan to be with you every step of the way on this journey.

We aim to encourage and support our students, so that they will develop and maintain the motivation they need to reach their educational and/or future employment objectives.

Our aim is to help our students reach their goals!

Starting on a new educational journey can be exciting but also confusing and frightening. We hope to answer the most important questions in this handbook, and to take the time to meet with you to answer any others you may have.

We also want to reassure you that we will be available to you at all times. If you need our help or just need to chat, just ask and we will set time aside to meet with you.

***So let's get started...***

# STUDENT REGISTRATION

There are 2 regular semester starts in the academic year – in September and in January. In addition, a third Intensive semester is added to allow students to complete specific courses. Summer courses are also available if the need demands.

Semester	Registration Period	Beginning of Courses	End of Courses
Fall 2015	August 3-31, 2015	September 14, 2015	December 18, 2015
Winter 2016	December 1-31, 2015	January 4, 2016	April 29, 2016
Intensive Session 2016	April 1-22, 2016	May 2, 2016	June 10, 2016
Summer 2016	June 1-24, 2016	July 5, 2016	August 5, 2016

## Joining mid-semester?

**The FNRAEC has an ongoing registration policy**, allowing students to join courses mid-semester. In these situations, the student may be asked to work in a small group to catch up on classroom work already done. Once the student is ready to be integrated, they will be added to regular class lists.

## Required documents:

Upon registration, the student must complete the registration and medical information form(s), present their birth certificate (long form), and a photo identification card (health card, driving permit, band card...). For First Nation students between the ages of 16 and 21, the band card number is required in order to assure registration on the federal nominal roll.

If the student does not have their birth certificate, they can be registered with an official proof that they have applied for these documents. The student can also secure a notarized letter from their Band Council confirming their birth and the names of their parents.

## Student Fees:

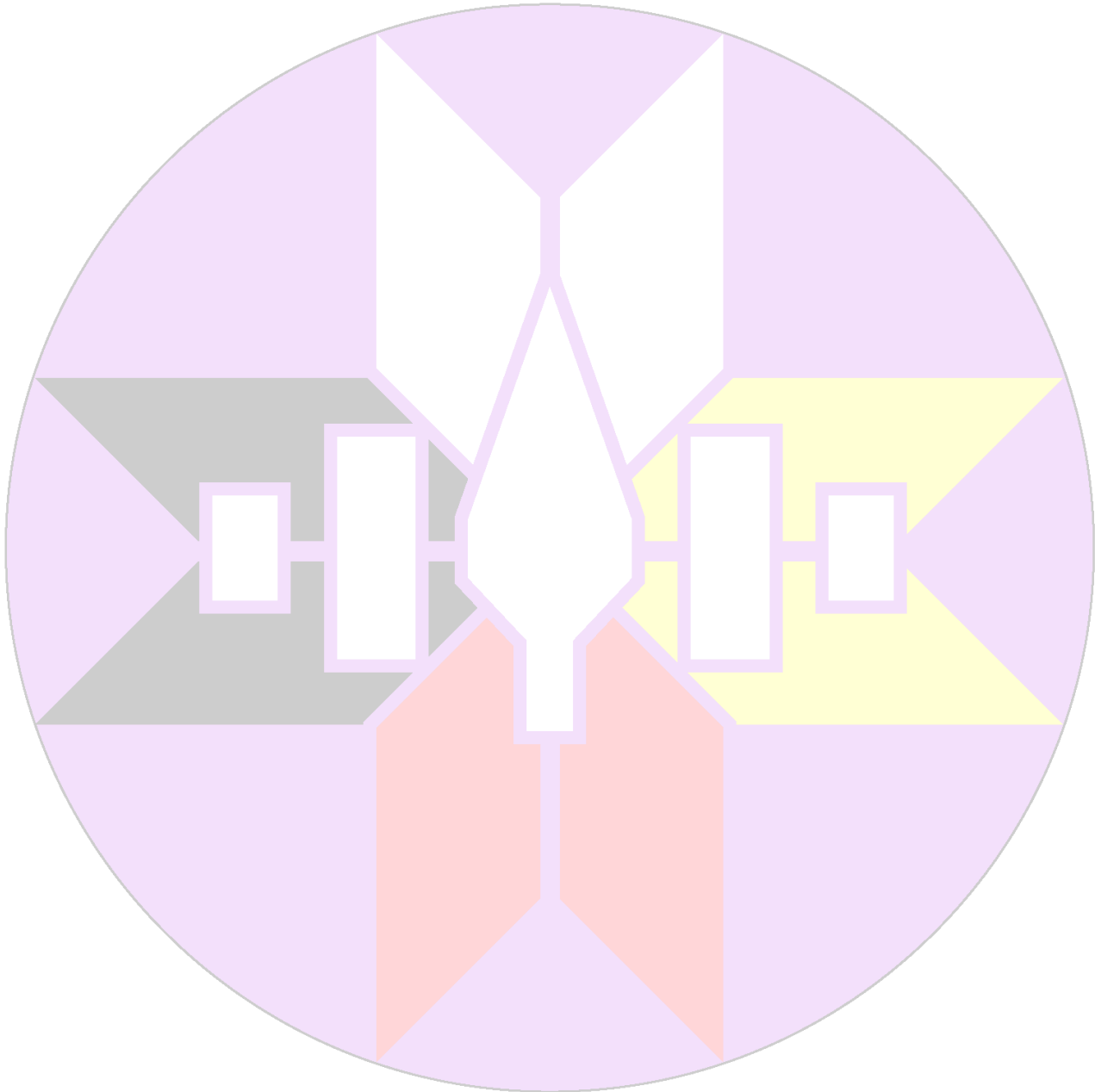
The established student fees for a full 2015-2016 academic year are \$235. This amount is collected upon registration and will be used for the following:

- An administration fee to cover the cost of registering students on the system, acquiring transcripts and permanent codes, as well as processing information and timetables.
- Books for in-class use. If a student wishes to purchase their own book at an additional cost, they can ask their teacher.

- Photocopies and other printed materials. Students who lose photocopies of materials given to them for class must replace them at their own cost; a charge of \$0.25 per copied page will be required prior to copies being made.
- Locker and lock fee. Upon return of the lock, the student will be refunded \$10.

If a student wishes to pay on a per-semester basis, the cost is \$135 per semester.

**Personal photocopies of classroom books can be purchased from the office at a cost of \$15/book**



# ACADEMIC ASSESSMENTS

All new students registering for courses through the FNRAEC will be asked to take an academic assessment. **It is not a pass/fail exam.** The purpose of this assessment is to determine the student's present working levels in mathematics, reading and writing. It allows the evaluating staff to determine the student's needs

If the student has previously undergone an assessment for a learning style difference, they should provide a copy of the report in order to receive the appropriate accommodations.

If a learning style difference is suspected, the administration, with the student's permission, may request that a psycho-educational assessment be carried out. The cost of this assessment is the responsibility of the student.

## COURSE SELECTION

Once assessments are completed, the School Counsellor will help the student to register for the right courses.

Required courses (English, Math, French, and History) will be placed on the student's schedule first, and the student will be asked to select optional courses to fill their timetable. It is important that the student arrive on time for their appointment with the School Counsellor; tardiness may result in having to wait until there is an opening.

If registration for a course is not sufficient (at least 13 students), then the course may not be offered. If this happens, the student will be asked to select another course.

### Course change period:

For 10 days (2 school weeks) following the first day of class in each regular semester, the student will have an opportunity to make official course changes without penalty. Requesting an appointment with the School Counsellor does this. If the request for change is valid and beneficial to the student, and there is sufficient room in the desired classes, the School Counsellor may make changes to the student's schedule. The concerned teachers will be advised of the changes.

**Course changes made after the change period will result in a record of abandonment on the student's transcript.**

# ACADEMIC PROFILE

In order to graduate, the student must complete a total of 54 credits at the secondary IV (4) and V (5) level. The following courses are compulsory: Sec V English (6 cr.) & French (6 cr.); Sec IV History (4 cr.), Math (4 or 6 cr.), Science (4 or 6 cr.) and optional courses (14 or 18). Depending on the Cegep program or if the student is not planning to attend Cegep, then they can take their science credits in computers. **Only these 54 credits in their specific courses count towards a diploma.** In order to earn these credits, the student must successfully complete a final exam in the course; the passing grade for all exams is 60%.

**MTH-4101-2** ← This is the credits earned upon course completion.

↑ This is the grade level.

Check off the required courses as you complete them:

**English: 12 credits**

- ☐ ENG-4061-3
- ☐ ENG-4062-3
- ☐ ENG-5061-3
- ☐ ENG-5062-3

**French: 12 credits**

- ☐ FRE-4091-6
- ☐ FRE-5091-6

**Math\*\*: 4 or 6 credits**

- ☐ MTH-4101-2
- ☐ MTH-4102-1
- ☐ MTH-4103-1
- ☐ MTH-4104-2

**Science\*\*: 4 or 6 credits**

- ☐ PSC-4010-2
- ☐ PSC-4011-2
- ☐ PSC-4012-2

**History: 4 credits**

- ☐ HST-4016-2
- ☐ HST-4017-2

**Optional Credits: 14 or 18 credits**

- ☐ \_\_\_\_\_
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\*\* For the math and science courses: how many credits you need will depend on your plans for Cegep. Whatever you don't earn in math and science credits, you have to make up in optional credits.



Course Code	C	%	C E
<b>ENGLISH</b>			
ENG-1101-4: Informed Choices	4		
ENG-1102-2: Entertainment I	2		
ENG-2101-2: Enjoyment Entertainment II	2		
ENG-2102-4: Rights & Responsibilities	4		
ENG-3067-2: Creative Writing I	2		
ENG-3070-3: Language to Inform	3		
ENG-3071-3: Language for Persuasion	3		
ENG-4102-2: English & the World of Story	2		
ENG-4052-2: Creative Writing II	2		
ENG-4061-3: Language for Enjoyment	3		
ENG-4062-3: Letters, and Résumés	3		
ENG-5061-3: Language in Drama & Lit.	3		
ENG-5061-3: Language and Learning	3		
ENG-5102-2: English & Written Narratives	2		
ENG-5152-2: Creative Writing III	2		
<b>FRENCH</b>			
FRE-1092-6: French, Second Language	6		
FRE-2091-6: French, Second Language	6		
FRE-3093-6: French, Second Language	6		
FRE-4091-6: French, Second Language	6		
FRE-5091-6: French, Second Language	6		
FRE-5082-2: French Conversation	2		
<b>KANIEN'KÉHA</b>			
LAN-4064-4: Kanien'kéha	4		
<b>BIOLOGY</b>			
BLG-5061-1: Human Respiratory System	1		
BLG-5062-2: Human Reproductive System	2		
BLG-5065-2: Hereditary Characteristics	2		
<b>CHEMISTRY</b>			
CHE-5041-2: Gases	2		
CHE-5042-2: Chemical Reactions I	2		
CHE-5043-2: Chemical Reactions II	2		

Course Code	C	%	C E
<b>PHYSICS</b>			
PHS-5041-2: Optics	2		
PHS-5042-2: Kinematics	2		
PHS-5043-2: Forces & Energy	2		
<b>SCIENCE AND TECHNOLOGY</b>			
TSC-4061-2: The Energy Challenge	2		
TSC-4062-2: Climate Change	2		
TSC-4064-2: Waste Management	2		
<b>HISTORY</b>			
HST-4016-2: Quebec & Canada	2		
HST-4017-2: Quebec & Canada II	2		
SST-4033-3: Mohawk Culture	3		
HST-5046-3: The First Nations	3		
<b>PERSONAL &amp; SOCIAL DEVELOPMENT</b>			
ARS-4102-2: Film Study	2		
SST-4032-2: Geography	2		
PRS-5067-3: Career Choices	3		
PRS-5069-3: Job Search Strategies	3		
PRS-5112-2: Research Techniques	2		
<b>COMPUTER TECHNOLOGY</b>			
CMP-5055-3: Exploring Computing	3		
CMP-5056-1: Word Processing I	1		
CMP-5057-1: Word Processing II	1		
CMP-5058-1: Spreadsheets I	1		
CMP-5059-1: Spreadsheets II	1		
CMP-5060-1: Consulting Databases	1		
CMP-5062-2: Computer Graphics	2		
<b>PHYSICAL SCIENCES</b>			
PSC-4010-2: Nuclear Technology	2		
PSC-4011-2: Electricity	2		
PSC-4012-2: Ionic Phenomena	2		

C = # of credits the course is worth  
 % = your grade in the course  
 CE = credits earned



Course Code				C	%	CE
MATHEMATICS						
Secondary I – III	MTH-1101-3: Financial Arithmetic			3		
	MTH-1102-3: Statistics & Probability			3		
	MTH-2101-3: Geometric Representations & Transformations			3		
	MTH-3015-2: Operations on Polynomials			2		
	MTH-3016-2: Geometry II			2		
	MTH-3017-2: Straight Lines I			2		
	MTH-4071-1: Math Skills			1		
MTH 436	MTH 426	MTH 416	MTH-4101-2: Equations & Inequalities II	2		
			MTH-4102-1: Geometry III	1		
			MTH-4103-1: Trigonometry I	1		
			MTH-4104-2: Statistics II	2		
			MTH-4105-1: Exponents & Radicals	1		
			MTH-4106-1: Factoring & Algebraic Fractions	1		
			MTH-4107-1: Straight Lines II	1		
			MTH-4108-1: Quadratic Functions	1		
			MTH-4109-1: Sets, Relations, & Functions	1		
			MTH-4110-1: Operations on Algebraic Fractions	1		
			MTH-4111-2: Complement & Synthesis I	2		
MTH 536	MTH 526	MTH 514	MTH-5101-1: Optimization I	1		
			MTH-5102-1: Statistics III	1		
			MTH-5103-1: Probability II	1		
			MTH-5104-1: Optimization II	1		
			MTH-5105-1: Conics	1		
			MTH-5106-1: Real Functions & Equations	1		
			MTH-5107-2: Exponential & Logarithmic Functions	2		
			MTH-5108-2: Trigonometric Functions & Equations	2		
			MTH-5109-1: Geometry IV	1		
			MTH-5110-1: Introduction to Vectors	1		
			MTH-5111-2: Complement & Synthesis II	2		

# PREREQUISITES FOR VOCATIONAL TRADES

Some vocational training programs require a minimum of Secondary III achievement in Mathematics, English and French Second Language. (Visit: [inforouteFPT.org](http://inforouteFPT.org) for specifics on different trade programs) Many vocational programs require a minimum of Secondary IV in Mathematics, English and French, with or without specific course requirements.

In meeting with the School Counsellor, the student will have an opportunity to research options, and then make the right course selection.

The FNRAEC offers courses to assist students to earn prerequisites for vocational trades. Placement in courses will depend upon the results of the academic assessment.

Academic upgrading courses offered to students with this profile include the following:

- MTH 4701-1,
- LAN 5051-1,
- ENG 51522,
- SST 4031-1.

## Recognition of Acquired Competencies:

Often, when we are out of school and on the work force, we acquire skills and competencies. Some of these can be officially recognized, and make the career journey easier. The FNRAEC offers two R.A.C.s to candidates who are 18 years of age and over:

## Attestation of Equivalence of Secondary Studies (AESS):

This is composed of a series of exam in different subject areas. Three of these exams are compulsory: English Reading, English Grammar, and French Second Language. In addition, the student must also pass two of the following exams: Mathematics, Social Studies, Natural Sciences or Economics.

Successful completion of the 5 exams leads to an Attestation of High School Studies. **This is not the same as a high school diploma**, but meets many requirements for entrance into the work force, trade programs and some career oriented paths in Cegep.

This course will be offered depending on need and registration.

## General Development Test (GDT):

This is a general knowledge test composed of 100 questions in different areas. Successful completion of the exam leads to an attestation of studies, and will allow the candidates to enter into some vocational programs.

**This is not the same as a GED.**

# PREREQUISITES FOR SPECIFIC COLLEGE PROGRAMS

If the student has graduated from high school, but need specific prerequisites (i.e. French, Math or Sciences) for admission to programs at the post-secondary level. The FNRAEC offers these courses in daytime classes, or in the evenings.

## **Distance Education:**

If the student cannot attend school because of family or work commitments, they can register for Distance Education courses. In this instance, the student will purchase a course package from the center and study at home at their own pace.

The registration fee for Distance Education is \$25, which covers a period of six months. The price of books and necessary materials varies per course.

Distance Education students are given the name and contact information for a tutor, and can connect with the tutor by telephone with questions or concerns. The student is obligated to check in with the tutor at least once per week, either by appointment, telephone or Skype. This is to assure that the tutor monitors the student's progress and addresses issues as they arise.

**Failure to check in on a regular basis can significantly delay progress in a course.**

Distance Education packages contain three (3) assignments to be completed and handed in for grading. When the student has successfully completed all three assignments, having earned 60% or more, the tutor will then request an exam, and an appointment will be made for the student to write the exam at the FNRAEC.

All Distance Education courses must be completed within six months of registration; an extension of another six months can be granted for just cause.

**A maximum of 4 courses can be taken at one time.**

## **Full- and Part-time studies:**

The student will need to state their availabilities and desires at registration.

The student can attend:

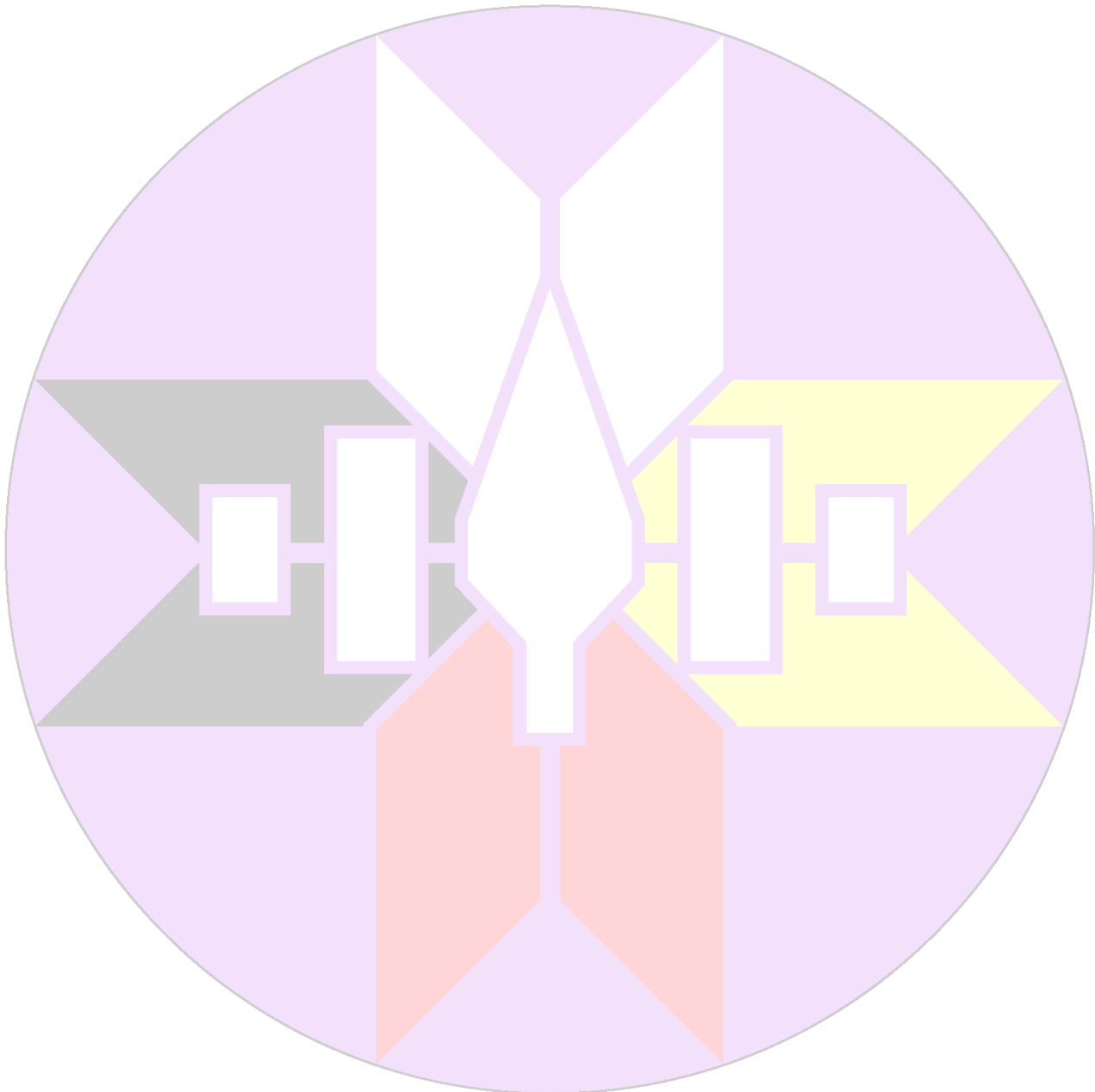
- full time studies (25 hours per week)
- part time studies (less than 25 hours per week)
- one course at a time
- evenings only

**Courses are offered primarily during daytime. However, some courses are only offered in late afternoon or evening classes, depending on registration and student/teacher availability.**

## End of Course Evaluation:

At the end of term, the student will be asked to evaluate their courses and teachers. This allows the teachers and administration to view the positives and negatives, and to make changes for the following semester.

We value your opinion.



# EXAMS

In Adult Education, no are credits given unless the student successfully passes the final exam for a course.

The official exam period is every second Friday afternoon.

It is the decision of the course teacher as to when a student will write an exam, based on classroom performance and work on assignments. If the teacher is convinced that the student is ready for the exam, an exam request will be filled out and sent to the School Counsellor for the next scheduled exam period.

The student must arrive on time for the exam, and go to the examination room. Once the exam begins, *the door will be closed and students will no longer be admitted into the exam room.* Thus, they will not be allowed to write the exam and a new date will need to be scheduled.

The student is not allowed to bring materials with them to the examination room. All that the student will need will be provided.

**The student must hand in their cell phone to the invigilator before the exam. It will be returned at the end of the exam. If a student is found to still be in possession of their phone after having been asked to hand it in, the student will receive a failing grade on the exam.**

Upon completion of the exam, the invigilator will have **the student sign a document** indicating that the student has written this exam on this specific date.

While in the examination room, the student must obey the rules and be respectful of the other students who are writing exams. If the student has a question, they must raise their hand and wait for the invigilator to come to them.

The invigilator will indicate when the time for writing is up. At this point, all exams must be handed in.

All exams are graded within 5 working days. The passing grade for any exams is sixty percent (**60%**). If the student receives a passing grade, it will be added to their file. The new grade should appear on a transcript within 10 working days of the exam's completion.

If the student receives a failing grade:

- **between 50 and 59%**, they will be asked to review the course content and be eligible to write a retake at the next exam period.
- **below 50%**, the student will be asked to retake the course.

For most courses, there are 2 possible retake exams, or versions. However, if the student fails 2 retakes, then it is best that they repeat the course before trying the exams again.

# STUDENT SERVICES

The FNRAEC has a part time counsellor on staff to help with academic and personal issues. The counsellor is connected to local service providers in the community, and can help link students to other agencies.

Students can request to see the counsellor, and if warranted, can have regular appointments with the counsellor.

**A case worker is also available to support you, accompany you and direct you to resources to provide you with extra support.**

**Substance Abuse Issues** are treated very seriously. Any student who believes they may have a substance abuse issue can discuss it with the counsellor and arrangements will be made to access the required services.

If students, staff members or the counsellor suspect that someone may have a substance abuse problem, the School Counsellor will arrange to speak to the concerned student, and encourage him/her to engage other services to help them.

## **Talking Circles:**

Talking circles are a traditional way of healing. A talking circle will be organized upon request of students. They can also be organized as a regular activity if the counsellor believes it to be beneficial, and the students deem it necessary

## **Student Lounge:**

The Student Lounge has both a hot beverage machine and a canteen. All profits go directly to the student activity fund.

## **Snack and Lunch Program:**

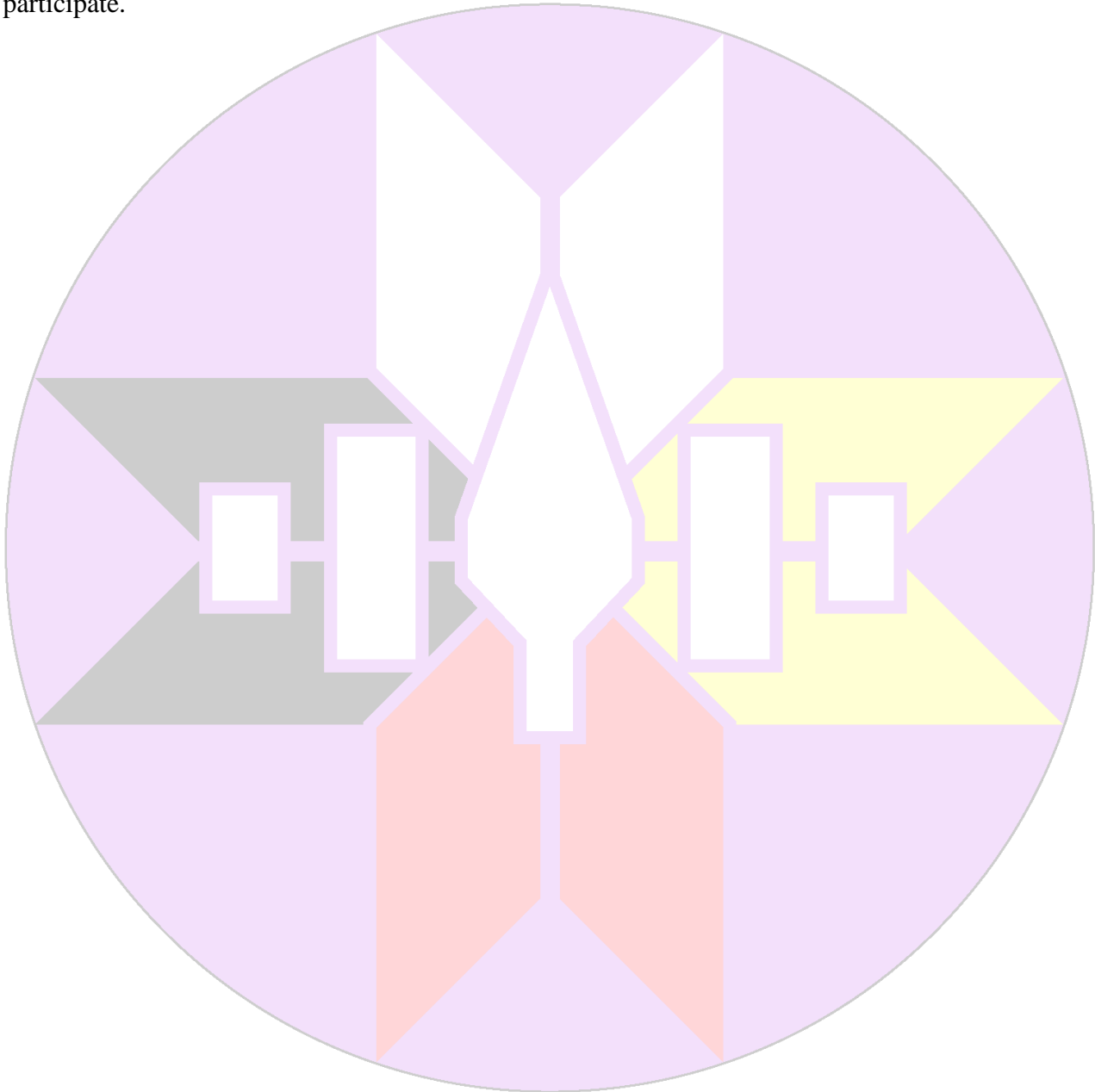
The Native Friendship of Montreal has a lunch program available. To reserve a lunch, students may simply call in the morning to find out what time lunch will be served. Students may head over to the Native Friendship Center at lunch time.

When possible, snacks will be made available for breaks during class. Students should feel free to have a snack upon arrival in the morning.

## **Student Council at the Kahnawake Center:**

The FNRAEC requires the regular student input to provide services that meet the students' needs; as such the student council will voice concerns and make valuable suggestions for changes.

The Culture Coordinator and the School Counsellor, who advise the Student Council and clans on traditional means of carrying out discussions and making decisions, direct the Student Council. The Student Council meets once a month. Students from all campuses, including the Montreal campus, may participate.





# GENERAL FUNCTIONING OF THE CENTER

The building is open to students from 8 am to 6 pm, Monday to Friday.

Classes begin at 9:00 am and finish at 4:00 pm. See the schedule below:

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:00	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
9:00-10:25	Classes	Classes	Classes	Classes	9:00 – 10:10 Classes
10:25-10:35	Break	Break	Break	Break	10:10 – 10:20 Break
10:35-12:00	Classes	Classes	Classes	Classes	10:20 – 11: 30 Classes
12:45-1:00	Lunch	Lunch	Lunch	Lunch	11:30 – 1:00 Lunch
1:00-2:25	Classes	Classes	Classes	Classes	1:00 Exams/staff meetings
2:25-2:35	Break	Break	Break	Break	Break
2:35 – 4:00	Classes	Classes	Classes	Classes	Exams/staff meetings

## School Closures:

All unplanned school closures, due to snow or equipment failure, will be announced on K103 FM and on the school Facebook page by 7:30 am. The student is asked to call the center if they are unsure as to whether or not the center will be closed.

## Weekly Opening and Closing Ceremonies:

The Ohén:ton Karihwatek:wén is recited at 9:00 am on the first day of the week at the Kahnwake RAEC. In the same manner, the closing ceremony is on the last day of the week at 11:30. These ceremonies will be held in the student lounge. Everyone onsite is expected to attend.

## Parking:

Parking is the students' responsibility.

## **Entrance:**

All students and staff are to enter the building through the side door on the 7<sup>th</sup> floor. This door is unlocked between 8:30 am and 4:00 pm. At all other times, students will need to be let in by personnel.

## **Fire alarm:**

In the case of a fire alarm, students and staff will exit the building calmly and quickly. The exit routes are indicated on the wall chart outside each classroom. Everyone will return to class once it has been determined that it is safe to do so.

## **Smoking:**

A smoking area has been designated at the back of the school, near the student lounge. Receptacles have been provided for cigarette butts. Please be respectful when using these.

## **Lockers:**

Lockers are only available to students at the Kahnawake campus on a first-come first-served basis, with preference going to full time students, and then part time students.

The fee for the locker is included in the tuition fees. This entitles students to use the designated locker to store books and personal items for the duration of their studies with us.

The center can provide locks for a \$10 deposit, which will be reimbursed when the lock is returned.

**The center and/or administration are not responsible for any lost or stolen articles. Please do not leave any valuables in the lockers.**

## **Lockdowns:**

In the case of a threat to the school by someone with a firearm, the school will be placed on lockdown. In this instance, students and teachers will be asked to lower all shades on the windows, lock the door, and proceed to crouch in the farthest corner of the room away from the door window. Once the crisis has been resolved, everyone will be advised, and students can head home.

## BASIC RULES OF EXPECTED BEHAVIOUR

It is important to behave in a courteous and respectful manner. The FNRAEC is an environment where mutual respect exists among students, their peers and their teachers. The following rules are expected to be followed by all members of our Center.

1. **Dress Code:** The center has a relaxed, casual dress code. However, clothes that are overly revealing or have messages that are offensive or racist are not welcomed. Should this happen, the student will be asked to cover up or change.
2. **Smoking:** Smoking is only allowed in the designated area outside the center building. This includes tobacco products and vapour products.
3. **Lockers:** The use of a locker is to store school materials and personal items. It cannot be used to store illegal or contraband materials. Lockers must be emptied upon the student's departure; locks will be cut and the locker emptied by staff after one week.
4. **Gambling:** Playing cards or games of chance for money are not allowed at the center. This behaviour is subject to the same disciplinary actions as drinking or taking drugs on site.
5. **Violence:** Any and all acts of violence, physical or verbal, are a violation of a person's rights. Such acts will not be tolerated and may result in suspension or expulsion, or if serious enough, an intervention by the Peacekeepers.
6. **Harassment Policy:** The center aims to provide all students with a **safe and secure** learning environment; any unwanted behaviour on the part of one person towards another will not be tolerated. As such, the FNRAEC has a zero-tolerance policy for all forms of harassment, be it physical or psychological.

If a student feels harassed or bullied, they should:

Step 1: Tell the person what actions or words have caused these feelings of harassment or disrespect.

Step 2: Report the incidence(s) to the School Counsellor and request mediation.

Step 3: Report the incidence(s) to the Director for disciplinary action.

Examples of unacceptable behaviour include but are not limited to: verbal abuse threats: remarks or jokes about a person's body, personality, sexual orientation, heritage or blood quantum, etc...; unwelcomed gestures or physical contact; deliberate bullying of any kind.

7. **Cell Phone Usage:** Students are not to use cell-phones in class unless granted permission by the teacher. If the rule is not respected, the teacher will ask the student to leave, and they will be marked absent for the class.

8. **Respect for school property:** Any act that defaces, breaks, or damages property is not tolerated. The Adult Education Center is a guest at the FNHRDCQ Montreal Urban Center and as such, students must behave respectfully at all times.
9. **Attendance:** The student is expected to attend all classes for which they are registered.

Students are expected to be in their classes at all required times.

For absences with a **valid reason**, contact the school; leave your name and reason for the absence.

**Valid Reasons for Absences:**

- Illness or injury of yourself or a dependent.
- Personal Appointment – medical or otherwise, for yourself or your dependent. In this case, the student must bring a signed confirmation from the person or organization.
- Death in the family.
- Attending a traditional ceremony.
- A student who is on a work-study program with the approval of the FNRAEC.
- A previous, agreed-upon arrangement with the FNRAEC.
- Court appearances (you must bring a letter confirming this appointment).

**Non-valid reasons:**

- Babysitting
- Shopping
- Working during school hours
- Vacation or long weekend
- Hangover
- No transportation

If a student has been absent from school for 5 consecutive days without a valid reason, regardless of the reason, you are automatically removed from the school list and will need to reregister. This does not mean that you will be able to resume the same courses.

10. **Lateness:** Students are expected to arrive on time for class. If a student is more than 15 minutes late, he/she should report to the front office. Minutes of lateness are counted and reported to funders. If a student is 30 minutes late that student will be marked absent.
11. **Making up time:** Every second Friday afternoon, a teacher will be made available to help students make up time lost. To be included in this class the student must sign up ahead of time and be approved to attend the make-up sessions. If approved, it is the student's responsibility to discuss missing work with his/her teacher.

**If lost time is made up, the missed time will not be indicated or reported as absence.**

**This is a privilege and is not to be abused or misused by students.**

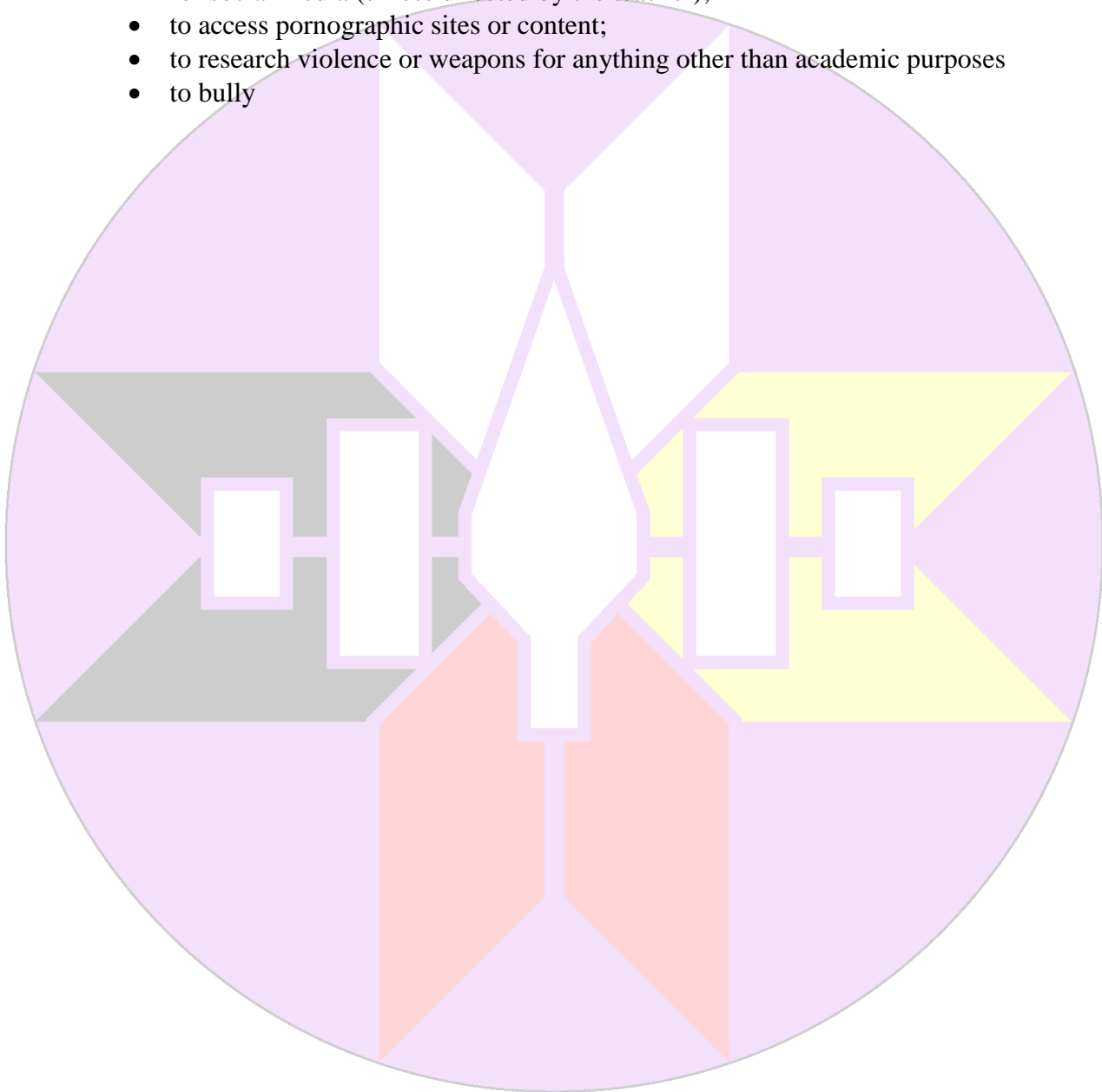
12. **Plagiarism:** Is the practice of taking someone else's work or ideas and passing them off as your own. (Dictionary.com on March 02, 2015)

Acts of plagiarism are a serious offense and can lead to expulsion. Guidelines for research and writing will be provided by teachers

### 13. Computer Policy and Internet Regulations

Computers are provided to students as a tool to carry out homework and assignments. In order to retain the right to use school computers and Internet services, do not use the internet:

- for social media (unless directed by the teacher);
- to access pornographic sites or content;
- to research violence or weapons for anything other than academic purposes
- to bully



# DRUGS AND ALCOHOL POLICY

The policy relating to such abuses is designed to be preventative in nature and is intended to help any student having problems with alcohol or drugs.

## Suspected Use:

Any member of the school community concerned that a student is involved with alcohol or drugs should speak to the director or counsellor as soon as possible. All referrals are confidential.

## Self-Referral:

When a student recognizes that he/she has a problem with alcohol, drugs or other impairing substances and chooses to do something about this problem, the school will cooperate as fully as possible with the student. No disciplinary sanctions will be imposed if the student is self-referred or not “caught” in violation of school or legal policies.

## Violations:

A student is determined to be in violation of the school’s policy on alcohol, drugs or other impairing substances if he/she is:

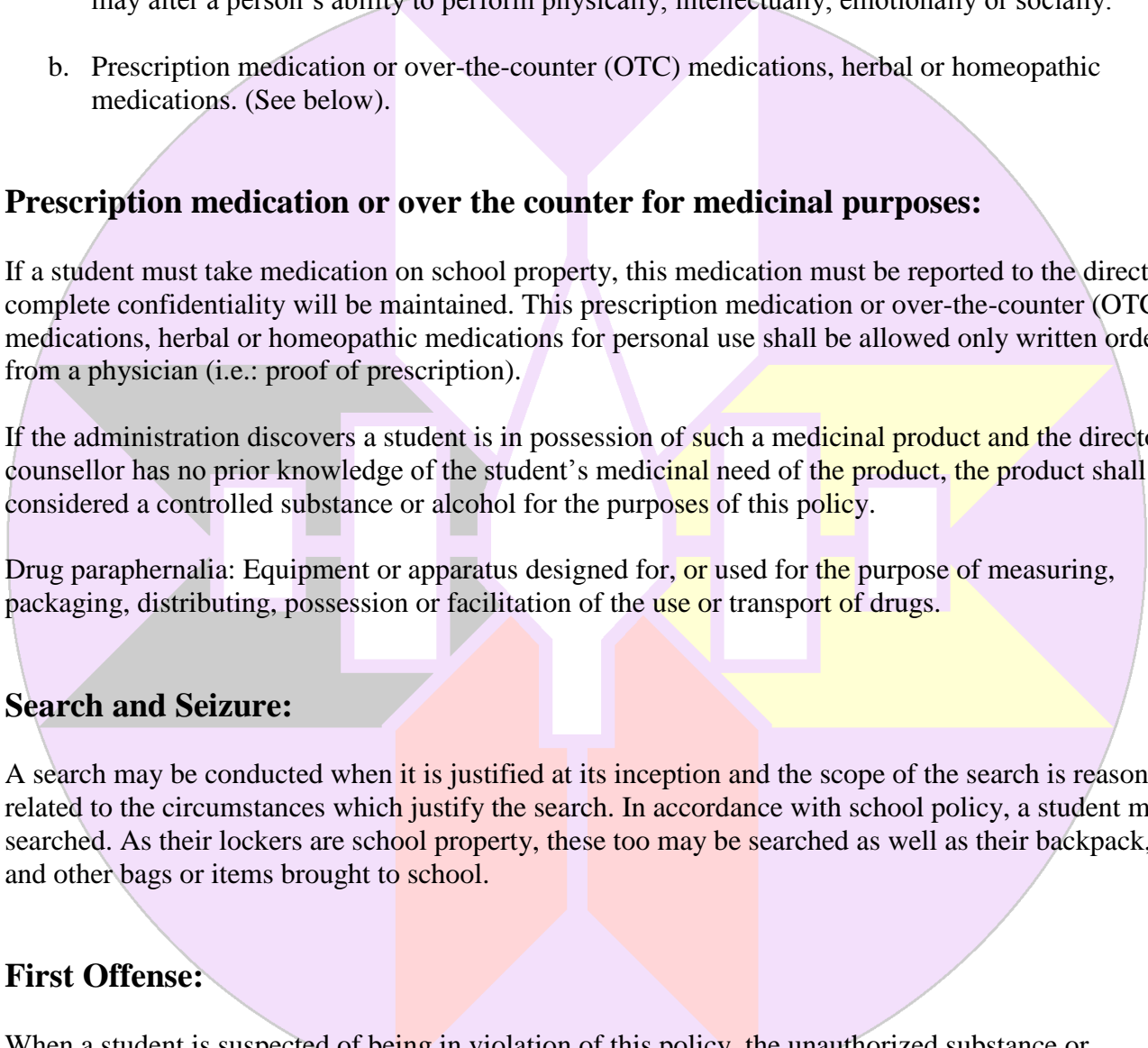
- a. In possession of alcohol, drugs or other impairing substances;
- b. In possession of paraphernalia associated reasonably with illegal alcohol, drugs and other impairing substance use;
- c. Distributing alcohol, drugs or other impairing substances;
- d. Selling alcohol, drugs and other impairing substances;
- e. Under the influence of alcohol, drugs or other impairing substances;
- f. In the act of using alcohol, drugs or other impairing substances;
- g. Is suspected of being under the influence of alcohol, drugs, or other substances

If a student is found in possession of or distributing a controlled substance, the Peace Keepers will be called and the student dealt with accordingly.

## Definitions:

**Alcohol:** The term alcohol shall be construed to refer to alcohol and alcohol-containing beverages and food products. Alcohol may also include medicinal products such as mouthwash or cold medicine which contain alcohol.

**Drug or Substance:** includes any of the following:

- 
- a. A controlled substance identified in Appendix A - Schedules I, II, III, IV or V of the Controlled Substance Act, 21 § U.S.C. 812(c); (does not include such a substance that is legally possessed or used under the supervision of a licensed professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision such as school medication policy). It does mean substances including, but not limited to, alcohol, cannabis (marijuana); hallucinogens (LSC, psilocybin mushrooms); stimulants (cocaine, amphetamines such as “speed” to Ritalin); depressants (barbiturates, “Quaaludes”); narcotics (opium, heroin); inhalants (nitrous oxide, medical products, or other fume-producing substances); anabolic steroids and counterfeit (look-alike/synthetic) controlled substances, and other impairing substances that may alter a person’s ability to perform physically, intellectually, emotionally or socially.
  - b. Prescription medication or over-the-counter (OTC) medications, herbal or homeopathic medications. (See below).

### **Prescription medication or over the counter for medicinal purposes:**

If a student must take medication on school property, this medication must be reported to the director – complete confidentiality will be maintained. This prescription medication or over-the-counter (OTC) medications, herbal or homeopathic medications for personal use shall be allowed only written orders from a physician (i.e.: proof of prescription).

If the administration discovers a student is in possession of such a medicinal product and the director or counsellor has no prior knowledge of the student’s medicinal need of the product, the product shall be considered a controlled substance or alcohol for the purposes of this policy.

Drug paraphernalia: Equipment or apparatus designed for, or used for the purpose of measuring, packaging, distributing, possession or facilitation of the use or transport of drugs.

### **Search and Seizure:**

A search may be conducted when it is justified at its inception and the scope of the search is reasonably related to the circumstances which justify the search. In accordance with school policy, a student may be searched. As their lockers are school property, these too may be searched as well as their backpack, car, and other bags or items brought to school.

### **First Offense:**

When a student is suspected of being in violation of this policy, the unauthorized substance or paraphernalia will be taken away from the student. The use of a Breathalyser or similar measures may be employed to students suspected of being under the influence of alcohol at school or school related activities. Should it become necessary, the police may be contacted whenever any individual is found in possession of illegal substances or is in violation of the law.



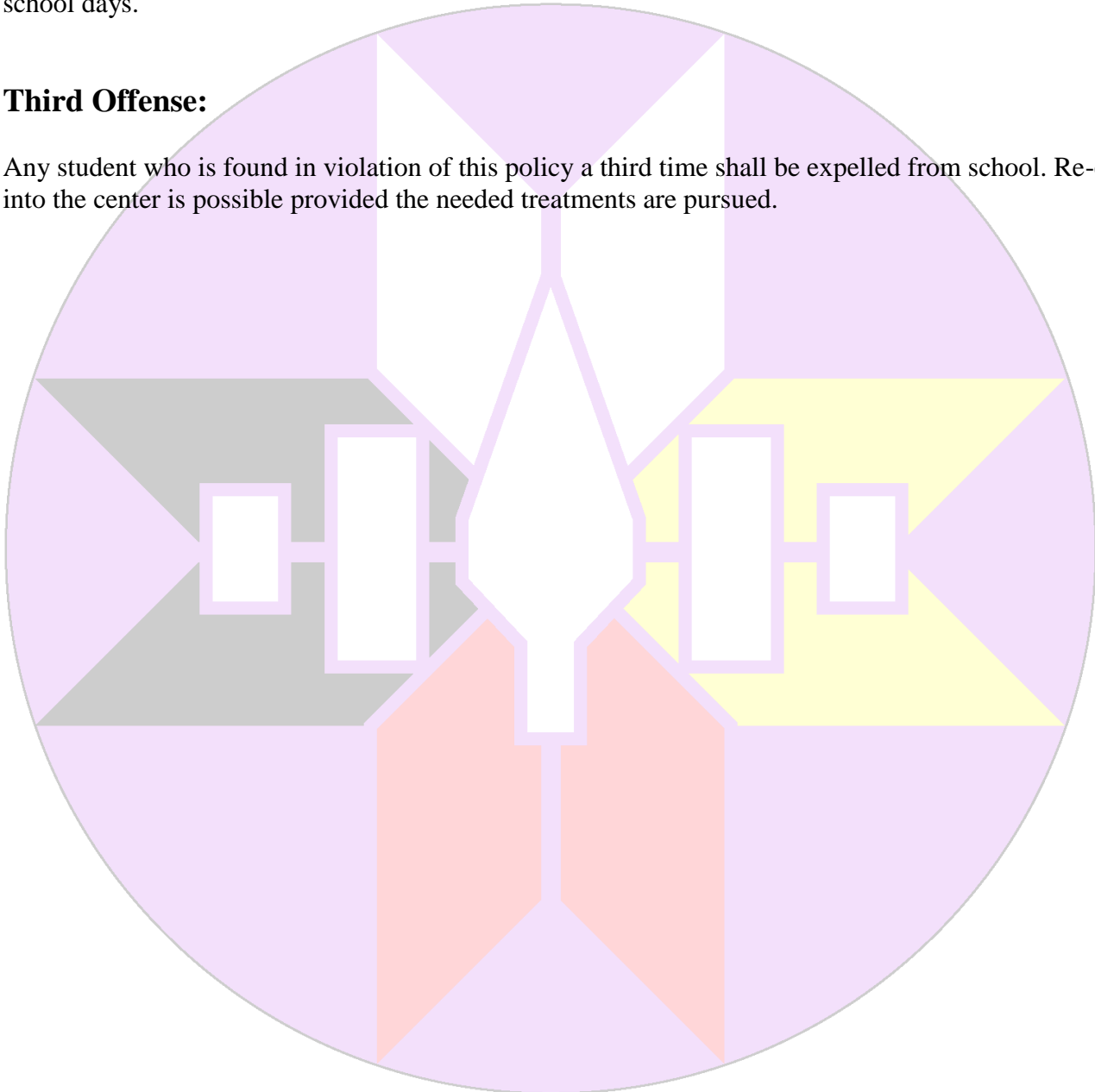
The student will meet with the school counsellor to discuss the problem and any further measures that may need to be taken, including but not limited to contacting KSCS, a rehabilitation service, or support group. If the student feels it is safe, they will be sent home.

### **Second Offense:**

Any student who is found in violation of this policy a second time shall be suspended from school for five school days.

### **Third Offense:**

Any student who is found in violation of this policy a third time shall be expelled from school. Re-entry into the center is possible provided the needed treatments are pursued.



# ADDRESSING ABSENTEEISM, LATENESS AND DISRESPECTFUL BEHAVIOUR

Adult Education prepares student for the workplace or for higher education; therefore, high absenteeism, disrespectful behaviour, or not doing the work are causes for disciplinary action and/or dismissal.

## Probation and Suspension:

The student will be reported to the School Counsellor and a meeting will be arranged:

- If a teacher reports that the student is not providing sufficient effort or completing required work;
- If the student has been absent for three consecutive days, or to the equivalence of 3.0 days in a month (15 hours);
- If it is reported that the student is disrespectful in their words, actions or behaviours.

The following actions will then take place:

- Step 1: A letter will be issued, reminding the student of school policies and a meeting will be scheduled with the School Counsellor. The results of the meeting will be recorded in the student's file. The student will be placed on a probationary status for the remainder of the semester, during which time their behaviour will be closely monitored by the Student Counsellor.
- Step 2: If the student continues to be absent or late, their performance does not improve, or their behaviour continues to be disrespectful, they will be called to a meeting with the Student Counsellor, Director, and a representative from the student's funding source (Social Assistance or Tewaohnihsak'tha). The student will be asked to provide a justifiable reason for being allowed to continue their studies at FNRAEC. A decision or recommendations will be made based on the discussion, and recorded in the student's file.
- Step 3: If the recommendation is to suspend the student, they will be asked to leave and to reregister at a time when they can better commit to studies and to follow school rules.

# POLICY ON RESPECTFUL BEHAVIOR

The opportunity to attend the First Nations Regional Adult Education Center is a privilege. All students are expected to behave in a respectful manner and honour the principles of Skén:nen, Ka'satsténhsera and Ka'nikonhrí:io (Peace, Righteousness and a Good Mind)

## What is Discrimination and Hate Speech?

Hate speech and discrimination refer to offences that are motivated by hate (knowingly or unknowingly) towards an identifiable group. The incident may target race, national or ethnic origin, language, colour, religion, sex, gender, age, mental or physical disability, sexual orientation or any other similar factor, such as profession or political beliefs. These types of offences are unique in that they not only affect those who may be specifically targeted by the perpetrator, but they often indirectly impact entire communities.

Hate can be expressed through the following means: Speech, literature, graffiti, internet, posters, brochures, pamphlets, assault, property damage or property defacing.

Violent examples of expressions of hate include the physical or verbal assault of a person because of:

1. their religion
2. the colour of their skin
3. their sexual orientation
4. their ethnic origin
5. their gender

## Defining Racism

Racism can be defined as:

- Prejudice that one's race is superior to other races.
- Discrimination or abusive behaviour and action towards one or more races.
- The idea that beliefs or doctrines that are different among races mean the superiority of some races.
- A policy or a system that promotes racism.
- Intolerance of one or more races.
- Being called racist names or making jokes about people because of their race.

## Recognizing Homophobia

It is against the law to discriminate against someone or harass them because of their sexual orientation. A person cannot be treated unequally or subjected to harassment or violence because he, she, or they is gay, lesbian, heterosexual, bisexual, asexual, pansexual, etc.

### Examples of homophobia:

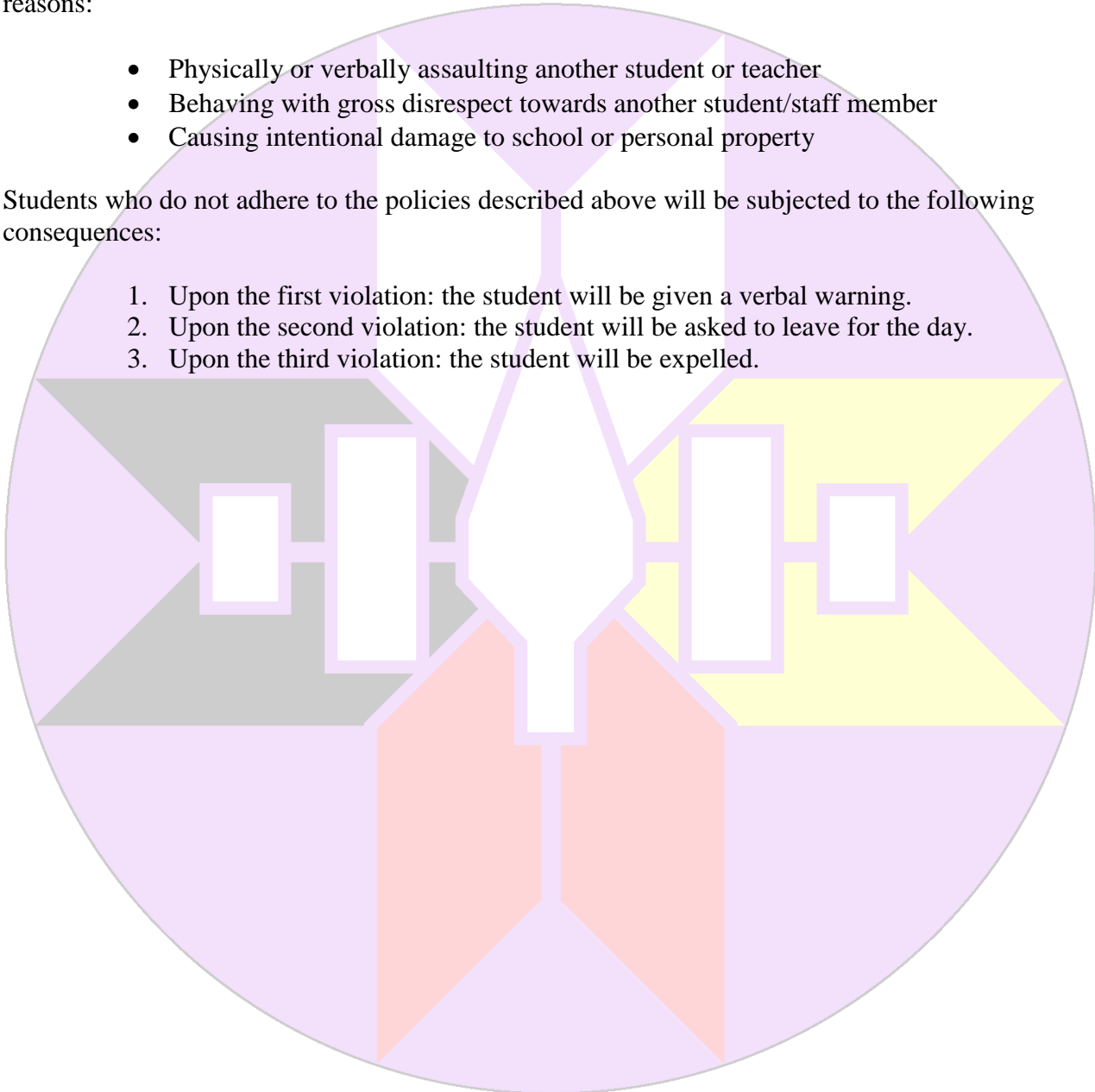
- A gay, lesbian or transgendered person is a target of an assault.
- Homophobic jokes
- A person being treated differently because of their sexual orientation

A student will be suspended for a minimum of three consecutive days or indefinitely for the following reasons:

- Physically or verbally assaulting another student or teacher
- Behaving with gross disrespect towards another student/staff member
- Causing intentional damage to school or personal property

Students who do not adhere to the policies described above will be subjected to the following consequences:

1. Upon the first violation: the student will be given a verbal warning.
2. Upon the second violation: the student will be asked to leave for the day.
3. Upon the third violation: the student will be expelled.



# CODE OF RESPECTFUL BEHAVIOUR

All students are required to read through the following Code of Respectful Behaviour with their teacher. If the student agrees, they must sign and return the Code of Respectful Behaviour to the Student Counsellor.

1. We will abide by the policies listed in the Student Handbook. If we do not follow these procedures, we understand that we will face the described consequences.
2. We attend classes as they are scheduled and arrive on time. If we must be absent or late, it is for a valid reason and we will advise the school.
3. We behave appropriately in the classes.
4. We speak respectfully to everyone in the center and the building.
5. We treat everyone fairly and respectfully; we do not tease, make fun of, fight or bully anyone in any way.
6. We respect our school environment by not vandalizing the building, classrooms or public areas. We understand that **any acts of vandalism will be treated as a crime.**
7. We clean up after ourselves, using garbage bins, recycling bins and cigarette receptacles that are provided.
8. We treat materials with respect so that others can use them as well.
9. We respect everyone's personal property, and do not damage it or steal it. We understand that **theft of any kind will be treated as a crime.**
10. We treat ourselves with respect and will speak to teachers, the counselor or administrators if we are struggling with something.
11. We treat our bodies with respect by not consuming alcohol or drugs while here at school.
12. We take control of our education and future by doing our best.
13. We celebrate all accomplishments, ours and everyone else's.

I have read and agree to the Code of Respectful Behaviour and the school policies described above.

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Student Name

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Student Signature

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Date

