

## What you need to know....

### Attendance

Call 905-646-3737 to inform us of an absence.

Our office must be informed to ensure that your absence has been recorded correctly.

A commitment of your time is imperative. You need to be here to learn. The teacher needs you here to be able to provide continuous, quality instruction and the Ministry of Education of Ontario requires that you are here. You give us 18 hours/week and we give you the best instruction you have ever had!

### Activity Fee

Any balance owing is due the first day of class.

For a full semester (18 weeks - Module 1, 2, or 3) the fee is **\$60**; for Module 4 only (12 weeks) the fee is **\$35**. **Of this fee, there is an administrative fee of \$10 which is non-refundable.** This fee covers supplies, learning materials, speakers, workshops, social events at the centre. **REFUNDS will only be given up until 10 days after the start of any module, less \$10 admin. fee.** No refunds will be issued after this time.

### Parking

Parking is in the student parking lot accessed from Lakeport Road **ONLY**. You may walk through Lakeport/Eden Secondary School to Lifetime Learning. (See map) **Absolutely NO parking in staff or daycare areas at the front of the school**

### Dress Code

This is an adult program and it is our belief that the way you present yourself is as important as your knowledge and skills. We ask that you dress appropriately for a classroom setting. **COATS are NOT to be worn in the classroom. HATS are NOT allowed in any part of the school including the Lakeport/Eden wing.**

### Lockers

Lockers will be assigned at Orientation on a "first come, first serve" basis. Coats and boots are NOT allowed in the labs or classrooms. **Please use Dudley combination locks ONLY - no key locks.** Locks can be purchased from the office for \$5, or re-cycled for \$3 if available

### Lakeport/Eden Wing

At 8:55 am the opening exercises begin at Lakeport/Eden S.S. If you are in the hall at this time, please stop until the announcements are completed. The cafeteria will be used by Eden S.S. between 8:30 and 9:00 am. The adolescents have a different schedule than Lifetime Learning. Please move through the hallways quietly and respect any requests by Lakeport/Eden staff while in that wing.

### Breaks

We have an extraordinary Coffee Club at LLC run by volunteers. Coffee, tea, drinks, and snacks are provided at break time around 10:00 am each morning for a nominal fee. If you care to donate any baking or goodies the Coffee Club will be grateful.

### Elevator

In the spirit of "good health", please refrain from using the elevator unless a physical disability warrants its use.

## Computer Labs

Labs are opened at approximately 8:00 a.m. and are locked at 4:00 p.m. for security reasons. In the spirit of conservation, avoid excessive printing in the labs. Provide your own paper for any printing of a personal nature, ie your resume. You may use the computers to prepare your resume up to one (1) semester after leaving our program.

**Colour printers are for classroom instructional use ONLY. No personal printing! Commercial printing charges will apply.**

**There is absolutely no eating or drinking around your computer or its' peripherals. Your teacher will discuss this with you.**

## Internet Policy

All students are required to read the DSBN Netiquette Policy form located in the binder. Anyone using the Internet to acquire inappropriate and/or offensive information will be warned. If there is a second occurrence, the student will be removed from the program.

## Student Cards

It is necessary that **ALL** students be photographed for a student card. Student cards will allow you to purchase academic versions of software at a reduced rate. (Niagara College, Brock University, some retail outlets) There is no charge for this.

## Smoking

All properties of The District School Board of Niagara are smoke free. If you must smoke, go to the north end of the school on Lake Street towards Lakeshore Rd. & **past the daycare**. Be on the sidewalk and not on school property. **See the parking map to locate this area.**

**There are regular patrols by enforcement officers. After a warning is issued, a fine will be given up to \$305.**

## Telephone

A pay phone is available in the stairwell closest the office. **School phones are not to be used for incoming or outgoing personal messages.** The office is a place for school related business. Leave the school number [905-646-3737] with any child care giver should any emergency arise.

## Cell Phones

***All cell phones must be turned off while in any classroom.***

## Student Records

If you change a course the office must be informed. This is especially important with the new Ministry regulations requiring that every attempt at a course be recorded on your transcript if not dropped or changed by a certain date. (See 'Student Services' page) Please keep your records up-to-date at the office. ie marriage, name change, address or telephone change etc.

## Retirements

Withdrawal from program.

If you should have to leave the program, please fill out a "retirement form", available in the office. If you are unable to do this in person, please call us at 646-3737. **See "Activity Fees" concerning refunds.**

## Plagiarism

Plagiarism includes copying the work of another student, having someone else write an assignment or prepare work on your behalf, copying a published author's text or using (by paraphrase) substantial ideas or arguments from a published source without proper citation. This includes copying information from the Internet. You may also be an accomplice to plagiarism if you knowingly allow your own work to be submitted in whole or in part as the work of another person.

Students are expected to prepare course work in their assigned classrooms and may be required to produce source materials used to write assignments

**Penalties for plagiarism may include any combination of the following for all students involved:**

- a. mandatory re-write
- b. mark penalty
- c. "0" for an assignment, test, exam or final grade on a course
- d. removal from the program

**Your cooperation in these matters is greatly appreciated. We know you will enjoy your stay. Your Success Is Our Success!**

### Administration:

Barbara Eade  
Debbie Riegle

### Coordinators:

Grant Campbell - Academic Unit/EdVance  
Shilpa Mehta-Jones - Business & Technology Unit  
Judith Rossman - Education & Career Planning

## Teaching Staff

Academic/Business	Satellite Programs	
Hilary Bennett	Laura Kozloski	Agricultural Co-op
Karen Berketa	Derryk Fleming	Militia Co-op
Doran Boston	Alison Langley	PSW
Nadine Coy	Paula Skrok	Niagara Link
Holly Etherington	Lindsay Chase	Young Mom's - St. Catharines
Nancy Hunter	Sue McGlynn	Young Mom's - Welland
Sharon Mercier	Tonya Kornelson	Young Mom's - Niagara Falls
Mike Smith	Sandra Palencar/Jennifer Rogers	Edvance
Alex Watson	Amelia Azzarello/Chelsea Bertrand	EdVance - Outreach
<b>Office Staff:</b>	Laura Anderson, Karen McMurray	