



TEACHER HANDBOOK

MISSION STATEMENT

The primary goal at James Lyng Adult Education Centre is to provide adult learners with an extensive range of rich learning experiences tailored to meet their individual needs and aspirations. This is achieved through the development of lifelong learning and critical thinking skills as a means of preparing and empowering students to achieve their educational, career, and personal goals.

James Lyng Adult Education Centre recognizes and values the diversity of its community and promotes mutual respect and cooperation amongst the student population and staff to ensure an environment that is safe, inclusive and conducive to learning.

CENTRE STRUCTURE

PRINCIPAL – Tina Spiridigliozzi

- Management of the instructional, educational and administrative matters of the Centre
- Ensures the development, implementation and evaluation of the Educational Project
- Supervision and organization of all employees
- Management of budgets
- Exam Coordination
- Represents the administration on different committees
- Organizes teaching assignments
- Prepares and maintains schedules
- Works closely with teachers to ensure that programs are being followed
- Ensures effective teaching is taking place and that sound evaluation is being implemented
- Oversees the support staff and caretaking staff
- Ensures the development, implementation and evaluation of individualized education plans (LAP) for those students who require them
- Supervises all substitute teachers and the system used to replace absent teachers
- Approval of projects related to the program of studies (new ideas, field trips, etc.)

VICE PRINCIPAL – Véronique Carrié

- Assist the principal in the management of the instructional, educational and administrative matters of the centre
- Participate in the development, implementation and evaluation of the educational project
- Participate in the development of local programs of studies
- Refers students experiencing difficulties to the proper non-teaching professional
- Assists in the development, implementation and evaluation of Learning Assessment Plans (LAP) for those students who require them
- Contacts and/or meets with students regarding their academic performance and behaviour
- Arranges meetings between student and Centre personnel when required
- Oversees the control of student absences and late arrivals
- Supervises fundraising projects
- Coordinates the organization of Student Activities

- Oversees the work of Student Teachers
- Monitors the utilization of the centre's computers and deals with ensuring their proper functioning
- Participates in Staff Council and Governing Board
- Carries out staff evaluations
- Assist with exam coordination

GUIDANCE COUNSELLOR – Leslie Habib

- The guidance counsellor is available to our students Tuesday through Friday. As part of their responsibilities, they;
- Counsel students in the areas of personal, social and family problems
- Consult with teachers regarding students encountering behavioural and academic problems
- Contact outside agencies, i.e., hospitals, clinics, etc. to better support students
- Administer interest, achievement and diagnostic tests when necessary
- Participate in special education and support programs
- Make recommendations to administration in the areas of scheduling and streaming
- Meet new registrants and discusses student placement and graduation requirements

ACADEMIC ADVISOR – Bill O'Connor

- Meet with students regularly to review degree progress and graduation requirements
- Review placement tests and certifications with students to ensure they are fulfilling requirements and are placed in the proper classes or programs
- Keep up with registration deadlines and help make sure students register on time
- Assist students with any changes in their course of study
- Attend EMSB career fair and vocational centers
- Review career and academic goals with students and help them follow the proper track to reach their goals

RE-EDUCATION COUNSELLOR – Paul Laplante

- Participates in developing and implementing a psycho-educational service that meets the academic and administrative requirements of both the educational institutions and the school board.
- Contributes to the detection of the strengths and needs of students experiencing problems, using an approach focusing on prevention and intervention and works with a multidisciplinary team to draft and review a student's profile by including, their

Learning Assessment Plan (LAP), if necessary.

- Participates in defining intervention objectives
- Works closely with teachers to ensure the proper implementation of the LAP
- Provides strategies to teachers that are conducive to improving the conditions for student success
- Offers daily support to students in the form of individual meetings, group meetings or classroom visits

TUTOR – Math, English, French

- Is knowledgeable of the curriculum in their subject area
- Recognizes different learning styles and student preferences
- Assesses student needs through active listening techniques and questioning strategies
- Integrating services into students' schedules (in person and online)
- Reviews classroom material/assignments and prepares them for exam modules
- Works with students to help them understand key concepts, especially those learned in the classroom
- Teaches skills to improve academic performance, including study strategies, note-taking skills and approaches to answering test questions
- Demonstrates academic best practices for specific subjects and assignments, including research and writing skills
- Developing and distributing teaching materials to supplement classroom lessons, including study guides
- Meets with teachers to provide feedback where appropriate

STUDENT SUPERVISOR – Dave Cuffey

- Opens the Student Lounge in the morning and ensures students follow the rules
- Greets students upon entry at 7:45 am, after recess (10:45 am) and after lunch break (12:30 pm)
- Lock the main doors at 8:45am, late students must sign in at the front office
- Ensure that students are not lingering in the hallways and stairwell during class time
- Actively supervise students by walking the hallways to ensure proper student behaviour
- Be visible during Recess and Lunchtime
- Help ensure that students obey all centre procedures and policies
- Manage the traffic in the hallway during break time and lunchtime
- Ensure that smokers are not on the grounds

- Ensure all students have left the building before leaving at the end of the day
- Assist administration with any other duties that they may need/deem necessary

TEACHER RESPONSIBILITIES (*Education Act – Section 22*)

- Review centre and classroom rules and procedures at the beginning of the session and as needed throughout the session
- Contribute to the intellectual and overall personal development of each student entrusted to his/her care
- Take part in encouraging their students, a desire to learn
- Take the appropriate means to foster respect for human rights
- Act in a just and impartial manner in their dealings with their students
- Take the necessary measures to promote the quality of written and spoken language
- Maintain a high level of professionalism
- Comply with the educational project approved by the Governing Board
- Listen to the opinions of students and have them heard and respected as long as the opinions are expressed in a responsible, appropriate, timely way
- Maintain confidentiality regarding students
- Check e-mails (and MICROSOFT TEAMS) daily since it is the primary form of communication

ATTENDANCE FOLDER

- Attendance folders are kept on the counter in the registration room and should be recuperated before reporting to class (not during teaching time) and returned to the office at the end of each day.
- Teachers are only permitted to collect their own attendance folder.
- Attendance sheets are a legal document and as such must never leave the centre.

TEACHER WORKLOAD

- Teachers will get a copy of their workload during the first staff meeting of the session
- Teachers are not to replace each other in the classroom unless permission has been obtained from a member of the administration.
- Teachers must submit their Presence times electronically through the centre's website by the mandated date provided by the administration.

<https://az184419.vo.msecnd.net/emsb/jlac/documents/2022-2023/pdf-teachers-presence-form-fill-revised-nov29.pdf>

TEACHER LATES

- It is essential that all teachers be in their classrooms at least five minutes before class begins. This sets the tone for students and allows you to greet them as they enter.
- If a teacher is unavoidably delayed, they should telephone the secretary as soon as possible and indicate the reason for the delay.
- If a teacher has not reported to their class, an emergency substitute teacher will be assigned.
- Teachers are legally and personally responsible for any incident which may occur when they are not present where they should be.

TEACHER ABSENCES (*emergency, planned and personal*)

- When a planned absence is needed an Absence Form must be filled out (forms are found at the main office). The form must then be given to the office agent (Mavis Samson). She will then arrange a substitute teacher for your class.
- *In case of a PLA absence, a teacher must have approval from the principal at least 24-hour in advance.*
- If the absence is a last-minute emergency, teachers are then asked to call the centre, leave a voice mail and email Mavis Samson. (msamson@emsb.qc.ca)

It is the responsibility of the teacher who has been absent to sign an absence form, found at the office with **Vivienne Grant, upon his/her return**

EMERGENCY LESSON PLAN

- It is expected that all teachers prepare a lesson plan folder with various activities (generic or specific) that can be used in the event of an emergency absence.
- This folder must be submitted to Mavis Samson.

COMPETENCY STANDARDS AND PROCEDURES

- A Competency Standards and Procedures (otherwise known as a course outline or syllabus) is a legally binding document that communicates information such as learning outcomes, course expectations, and grading structures.
- Every student must be provided with a CSP at the beginning of every session.
- Teachers are to submit electronically through the centre's website a copy of their CSP no later than the end of the 1st week of each session.

https://forms.office.com/pages/responsepage.aspx?id=314qaDU1e0SMeoQxodjRtW7_mS6lxvBDv4Uxl eduGpFUQUs2Nko4SDExMFVJRjNPSDdSWE01RVZVNS4u

STUDENT RECORDS

- The concern of the community with respect to one's right to privacy has, in recent years, produced initiatives to protect students from the disclosure of information contained in the centre, and conversely, to assure access to this material.
- Teachers can be subject to personal liability should the release of information from a student's record cause him embarrassment, loss of reputation, or other compensable loss. For example, mentioning a student's progress or lack thereof in the presence of other students, other teachers or other staff members.

TEACHER MEETINGS

- As per the collective agreement, teacher meetings outside the teachers' timetable may be scheduled as often as ten times during the school year.
- Teacher attendance at these meetings is mandatory. For this reason, the dates of meetings are given to teachers at the first staff meeting of the semester to ensure no scheduling conflicts.
- On local professional days, the 4-hour rule applies to begin as early as 8:30 a.m. However, the administration reserves the right to set designated start and finish times for meetings or professional development to take place.

PROFESSIONAL IMPROVEMENT

- We want to model lifelong learning to our students and therefore encourage teachers to use the funds available to them through the Professional Improvement Committee to pursue professional development. The forms will be made available through the booklet that can be found on MICROSOFT TEAMS. A copy of all Professional Improvement Committee (PIC) requests must be submitted to the principal.

SEXUAL, VERBAL OR PHYSICAL ABUSE

- All forms of sexual, physical, verbal or psychological abuse directed at students or other staff members is strictly forbidden. All such allegations will be investigated and if necessary be directed to Human Resources.

USE OF CELLPHONES

- For calls and texts of a personal nature, teachers and staff are asked to not use the cell phone in the presence of students. **CELL PHONE RINGERS SHOULD BE TURNED OFF WHEN IN CLASS.**
- *We need to model this to our students If you are expecting an urgent call, please inform the office and you will be notified when the call comes through.*

SOCIAL MEDIA

- Teachers and staff should not share their personal account information with students or accept students as “friends” on social media platforms or “follow” student accounts.

INFORMATION TECHNOLOGY SERVICES

- You will be given a laptop at the beginning of every session. You must sign the Agreement to Borrow form that will be provided by the main office. The laptop must be returned at the end of every session.
- Your EMSB email is used to communicate important information to you and must be checked on a regular basis. The password you create for your account is to be reset every 3 months from a computer within the EMSB network.
- If you forget your password, you must reset your password on the EMSB portal.
- There is a portable computer lab and a physical lab for teachers to use. They can be reserved by going online
<https://jlac.emsb.qc.ca/jlaec/teachers/teachers-resources/reserve-a-lab>

TEACHER EVALUATIONS

- All teachers undergo evaluations. A copy of the EMSB Performance Appraisal document is found on the centre’s website:
<https://az184419.vo.msecnd.net/emsb/jlac/documents/2022-2023/performance-appraisal-for-teachers-web-version.pdf>
- This document outlines the twelve competencies evaluated. Evaluation dates and visits will be discussed and set with teachers in advance.
- Administration reserves the right to visit your class at any point during the session.

STUDENT MATTERS

STUDENT CODE OF CONDUCT AND SAFETY

- Students are made aware of the centre's procedures and policies through the centre's website <https://az184419.vo.msecnd.net/emsb/jlac/documents/2022-2023/jlac-agenda-2022-23.pdf> and during Student Orientation.
- The document contains the rules and regulations of the centre as well as all the services offered to our students. You must be familiar with these and are expected to consistently model and enforce the policies.

DISCIPLINARY PROCEDURES

- Classroom discipline is first and foremost the responsibility of every teacher. Disciplinary infractions must be dealt with at the classroom level first. Infractions such as physical aggression, vandalism, theft, and repeated minor offences should not be tolerated and must be directed to the administration immediately.

CLASSROOM ATTENDANCE AND LATE ARRIVALS

- At the beginning of EVERY block, absences must be recorded online <https://eduemsbqc.sharepoint.com/sites/JAMESLYNGOFFICESTAFF/ATTENDANCE/Forms/AllItems.aspx> as well as on a hard copy. The hard copy must be completed with **BLUE INK ONLY**.
- Lates are to be handled by the teacher and treated as a disciplinary issue.
- When students have been absent 3 out of 5 days, it is the teacher's obligation to reach out to students by phone or email in order to find out why they are missing and attempt to rectify the issue with the student. If the student continues to be absent/late the student should be referred to the Vice-Principal by email.

STUDENTS MATERIALS

- Academic (DBE) students are required to purchase books for each of their classes.
- Basic English (CCBE) students will receive a book for their level at the beginning of each session.
- Note that all books are non-refundable.

STUDENTS GRANTED PERMISSION TO LEAVE CLASSROOM

- Although students are not to be sent out of class during class time, it may become necessary for a student to excuse themselves for an emergency. Please keep track of students who have left your class. In case of an Emergency, it is important to know who is missing.
- If a teacher suspects that a student may be under the influence of alcohol or drugs, please call the vice principal. Please contact another administrator if the VP is unavailable and relay this information.
- Students who have appointments with professional staff will be called upon by the professional.

EXAMINATIONS

All students must be evaluated during our examination period in order to determine if they will be promoted to the next level or not. There is an examination period held at the end of every session (**FALL, WINTER and SPRING**). An exam schedule is produced by the administration with staff input.

MARKING

- All marks are to be handed according to set due dates.
- Suivi mark books must be completed for all students who have written an exam. It is extremely important to be vigilant and make sure to add students to your Suivi as they register throughout the session.
- Once Suivis are completed they are to be returned to the admin tech (Tania Snow). Please submit Suivis after each module exam.
- Forgetting to complete a Suivi, results in the student not receiving a grade which could potentially impede a student's ability to be accepted to CÉGEP.

EXAM REQUESTS

- If you wish to see a copy of your exam before the examination period, you may do so by speaking with the Administration.
- Under no circumstances are teachers permitted to make copies and/or take pictures of the exams.
- Under no circumstances can exams be removed from the building.
- All exams from sec 1- 5 are held in the principal's office or the registration office. A form must be filled out in order to have the correct number of exams prepared for your class on the day of their examination.

PROCEDURES & POLICIES

Every year, the MEESR updates rules and regulations regarding the responsibility of educational institutions regarding exams. You will find below highlights of these rules. Please read them carefully.

- Ministerial examinations, or examinations set by the Minister, are summative examinations used to evaluate learning in subjects that are compulsory for the certification of studies.
- MEESR is responsible for developing and distributing these examinations.
- Educational institutions administer them to adults in accordance with the rules for

administering ministerial examinations and calendars may vary depending on the candidates' learning profile

- Local examinations are summative examinations used to evaluate learning and are developed by educational institutions.

RESPONSIBILITIES OF TEACHERS

(Administrative Guide Adult Sector-Management of Ministerial Examinations)

For the purposes of administering and correcting the ministerial examinations, teachers must do the following:

BEFORE ADMINISTERING AN EXAM (extract from the admin guide):

1. **Teacher sees Josie** (Registration Office) prior to the exam date, to view all material related to the exam.
2. **Read** the information documents for the examinations in order to ensure that students have access to authorized materials and prepare students in time (ex. time allotted for preparation, non-facilitated discussion, etc.).
3. **Give** students the examination preparation documents in accordance with the official calendar for ministerial examinations.
4. **GO OVER THE RUBRIC EVALUATION PRIOR TO THE EXAM DATE**
5. **Inform** students about the materials they are permitted to bring into the examination room and the consequences (declaration of cheating) if they do not comply with these instructions.
6. There may be justifiable reasons why a student misses an exam. A note from a professional must be provided no later than two days after the scheduled exam.

DURING THE EXAM SESSION

1. **Examinations require active supervision and invigilation. Never leave the examination room unsupervised. Teachers must not correct papers or be on their cell phones.**
2. A student that is 30 minutes late for his/her exam is not entitled to write.
3. All exams will be labelled with the student's name based on the class list provided by the teacher.
4. Purses, books, jackets, cell phones, or other electronic devices must be left at the front of the class or at the designated area.
5. Ensure students **DO NOT** receive any explanations, definitions, translations, or reformulations or receive hints that they made an error.
6. Any student cheating or communicating with another student during an exam will be given an automatic zero mark for that exam. The sharing of material is not permitted.
7. If you need to address a situation with a student, ex. the student is refusing to give his/ her electronic device or has been caught cheating, do not get into a confrontation. Call Administration.
8. Ensure that students with special needs receive the **extra time they are allowed.** (See Paul)
9. If a student requests to go to the washroom, please call Dave.

AFTER ADMINISTERING AN EXAM

1. **Collect** all exam material.
2. **Verify** that the copies of the exams are intact, no tampering.
3. **Return** all the exam materials (blanks and written copies) to the REGISTRATION office. (RM100)
4. **Correct** the examinations in accordance with the correction guide.
5. Do not **reproduce or store** any examination materials outside of the school center
6. All parts of the exam package (teacher guide, adult booklets, evaluation tools booklet correction exam evaluation tools) must be returned in the envelope provided by Josie
7. Every part of the evaluation booklet must also be filled out
8. The recording sheet must be filled out for every student
9. The informal gathering tool must be filled out for every student (If it's applicable to your course, therefore you will find it in your package)

PLEASE KEEP IN MIND THE FOLLOWING INFORMATION:

- Exams must be returned to the office daily.**
- No exam material or exam package is to be stored in your classroom or staff lounge**
- Exams must be finalized and handed to Josie within 5 days of the exam date.
- Suivis** must be handed to **Louise within 5 days of the exam date.**

TESTING CENTRE

- The testing center is found on the main floor and is used by individual students flagged by teachers who must write an exam outside of the assigned class exam time.

LEARNING ASSESSMENT REPORT

- Teachers are required to report any students they believe are having academic difficulties in their class. They do so by filling out a Referral Form (<https://forms.office.com/Pages/ResponsePage.aspx?id=3I4qaDU1e0SMeoQxodjRtS1CUM3UGHdLrAnQeSAdskxUMkpGOEQ0QkpPVzIDVfVETjVGRUhORFIZWi4u>) which then goes to the Re-education counsellor. If necessary, the re-education counsellor, in collaboration with a multi-disciplinary team, creates a LEARNING ASSESSMENT PLAN, which outlines pedagogical steps to be taken by the staff and teachers in order to accommodate the student's needs.

CENTRE OPERATIONS

JAMES LYNG HIGH SCHOOL & OUTREACH SCHOOLS

- JLAEC shares a building with three youth sector schools. Given the situation, JLAEC staff and students must remain on the Adult side of the building.

KEYS

- All teachers are issued a master key for all classrooms and an electronic key for the front and back doors. Teachers must sign out their keys with Administration.
- N.B. Under no circumstances should teachers lend classroom keys to students. Please note that lost keys will be replaced at a cost of \$5.00 / \$20.00 for an electronic key to access the building.
- All keys must be returned on the last day of the session.

MONEY OR VALUABLES

- Under no circumstances will the centre accept responsibility for money or other valuables left in the centre or on the property.

USE OF RESOURCES BY TEACHERS

- A teacher wishing to reserve books for reference work for his classes can do so at their leisure. There is a sign-out binder found on the cabinet in the working area of the 3rd floor staffroom.

CARETAKER SERVICES

- Teachers are to report broken or missing equipment or any other problem of this nature to the Vice-principal. Staff and students are not to search out the caretaker or other maintenance personnel.
- Desks, chairs, other furniture or items must never be removed from one room to another without the approval of the administration.
- All spaces need to be maintained and kept clean on a regular basis.
- At the end of each class, chairs must be put up on desks for the floors to be cleaned by caretakers.

REGISTRATION & ADMINISTRATION OFFICE

- Teachers who wish to view an exam must make arrangements with a member of the Administration before entering the office.
- Under no circumstances are teachers permitted to use secretaries' desks, phones, computers or any other equipment located in the office areas.

DOORS

- All doors (**CLASSROOM and OFFICE**) must be kept locked at all times.

SMOKING

- All EMSB schools & centres are cannabis, vape and smoke free environments.
- see policy: <https://az184419.vo.msecnd.net/emsb/emsb-website/en/docs/governance/policies/mat-res/mr-01-no-smoking-policy-01-2020.pdf>

PHOTOCOPIES AND INFRINGEMENT OF COPYRIGHT LAWS

- All teaching staff is provided with a photocopy code, provided by Mavis Samson, in order to have access to the photocopy machines in the staff room located on the 3rd floor.
- There are specific rules and procedures to follow for photocopying of printed material and/or videos. Anything exceeding 10% of the original document cannot be reproduced.
- If you wish to have more details, please refer to COPIBEC website.
<https://www.copibec.ca/en>

STUDENT ACTIVITIES

- No club, association, or organization may be organized without the consent of the administration. Participation of a faculty member is essential for any activity. Organizations formed in the centre must be open to all students.
- All teachers are encouraged to organize outings or in-house viewings of all types. Interested teachers are to meet with the administration to discuss their projects. Please present your proposal in writing.

PARKING

- A parking area is provided at the back of the centre. Cars should be parked in such a way as to not restrict access to the building and to ensure parking space for all.
- Teachers must display a centre logo pass in their car in order to use the centre parking facilities. This can be obtained from the administrative office.
- There are no assigned parking spots.

STAFF ROOM

- The staff room has been divided into 3 distinct spaces.
 1. An eating area equipped with a refrigerator, utensils and dinnerware, 5 tables, and microwaves are available to both CCBE and DBE staff.
 2. A working area equipped with desks, chairs, a desktop computer with internet and printing capabilities and 2 large photocopiers.
 3. A wellness space where both CCBE and DBE staff can exercise or relax using the

various equipment.

- Please ensure the proper use of these three spaces and LEAVE THE SPACE CLEAN.
- You are asked not to move/remove/add furniture or equipment.

FIRST AID CARE

- As stated in the School Board's First Aid Policy:
- Should a student be injured or suddenly become ill, centre staff must take all necessary steps to relieve the situation. Centre personnel must ensure that the administration is notified immediately of the situation. The staff member who witnesses the accident must fill out an "Accident form" and give it to an administrator to sign and process.
- First Aid giver in the centre is: Holly Commeford.

POWER FAILURES

- When a power failure occurs, during the school day, students should not be dismissed until permission has been given by a member of the administration.
- If the power failure should persist for a long period and it becomes necessary to shut down the centre, a message will be communicated to teachers indicating when to dismiss the students

EMERGENCY PREPAREDNESS

LOCKDOWN

During Class time

- Administrator/staff member will announce; **“This is “STAFF STATE FULL NAME”, THIS IS A CODE SILVER”**
- Barricade the door with desks and chairs
- Everybody huddles away from doors and windows (away from the hallway wall)
- Students are to stay quiet
- Students are to put their phones in **SILENT MODE**.
- Close windows, if capable
- DO NOT respond to any banging on doors, calling out, bells, or any announcements.
- Make sure the door is locked **(They should always be in locked mode)**
- Wait for clear directives from the Administrator/staff member. **“This is STAFF FULL NAME; we are ALL CLEAR.”**

During Break Time

- When a lockdown is declared while you are in the hallways you are to find the closest classroom to enter. If you are not close to a classroom, you must enter the nearest closet or closed space to hide in. If hiding in the bathroom you must try to stand on the toilet and close and lock the stall.
- **DO NOT use your cell phones**
- **Stay put, remain quiet, and listen for clear directives.**

EVACUATION

During Class time

- Take your class list with you and the evacuation binder
- Remind a responsible student to close the door. Ensure that the appropriate colour card is placed under the door.
- The teacher will lead the class out.
- Proceed to the exit *(use the appropriate one assigned to the class)*
- Everyone evacuates to the assembly area *(indicated in the evacuation binder)*
- Once there, take attendance and hold up the appropriate card.
- Wait for further directives.

During Break time

- Everyone evacuates to the assembly area baseball field or student parking lot.

Re-entering the Building

- When the “**all clear**” signal is given, all students and staff can re-enter the building and proceed to class.
- The teacher will record on the Emergency Absence List the names of the students who did not return to class and remit the list to closest Administrator.

When re-entry is not possible

- The teacher must ensure that they have class lists with them.
- They must make sure all students are with them outside.
- Once they have been instructed, they can proceed to the baseball field or student parking lot, where they are to group students and wait for further instructions

FIRE EXIT

Exit Door # 1:

Adult Education Center- Front Staircase - Front Door

Assemble: *Students Parking lot (next to the restaurant)*

Rooms	Teachers/Staff	
Main Office		
C120	Dave Cuffey	Student Supervisor
C121	Wilma Francois	School Secretary
C123	Vivienne Grant	Financial
C124	Tina Spiridigliozzi	Principal
C125	Tania Snow	Admin Tech
Registration Office		
C100	Barbara-Ann Singer	Student Supervisor
	Josie Mastro Monaco	School Secretary
	Mavis Samson	Financial
C101	Véronique Carrié	Vice Principal
C102	Leslie Habib	Guidance

Exit Door # 1:

Adult Education Center- Front Staircase-Front Door

Assemble: Students Parking lot (next to the restaurant)

Rooms	Teachers/Staff	Subject
200		CCBE
202		CCBE
C204		Lab Tech
206		CCBE
208		CCBE
210		CCBE
300		English 4
301		English Tutor
305		French 3 &4
306		English 1 &2
340		Science & Technology 8:30-

Exit Door # 2:

James Lyng High School- Front Staircase- Front Door

Assemble: Students' Parking lot (next to the restaurant)

Roo	Teachers/Staff	Subject
329		Chemistry Physics
330		Math 4 CST Traditional
332		Math Individualized
333		CCBE
335		CCBE
331		RESO

Exit Door # 3:

Outreach High School -Back Staircase- Back Door

Assemble: Baseball field

Roo	Teachers/Staff	Subject
212		CCBE
214		CCBE
307		Personal Plan to Success
308		French 1, 2 & 5
309		Academic Advisor
311		Computer
312		Lab
313		History
319		

Exit Door # 4:

Focus High School- Back Staircase

Assemble: Baseball field

Rooms	Teachers/Staff	Subject
304	Paul Laplante	Re-Education Counsellor
322		Math 2 Traditional
324		Math Tutor
325		Math 4 SN Traditional
326		RESO
327		Math 2 Traditional
328		Math 1 Traditional General Science
161	Wood Workshop	Main Level
	Science/Tech 1 & 2	
	General Science	
	Lab Tech	

JLAEC FIRE DRILL/EMERGENCY EXITS

The following are the specified stairwells to be used as Exits in case of a Fire Drill/ Emergency

<p>Exit # 1 Front Adult Center (Main) Door Student Parking Lot 9 classes</p>	<p>200, 202, C204, 206, 208, 210, 300, 306,301, 304, 305, 340 Admin Office, Registration Guidance and Vice Principal</p>
<p>Exit #3 Outreach School Back Door Baseball Field 5 classes</p>	<p>212, 214, 307, 308, 309, 311, 312, 313, 319</p>
<p>Exit #4 Focus School Back Door Baseball Field 4 classes</p>	<p>161 304, 322, 324, 325, 326, 327, 328,</p>

*Please note that if a particular exit is blocked during the Fire Drill/Emergency, you should proceed to an alternate exit **closest to the specified exit.***