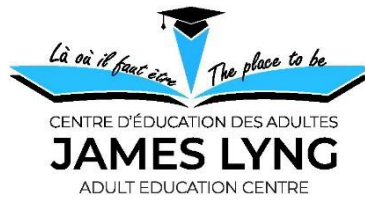


STUDENT HANDBOOK



CENTRE D'ÉDUCATION DES ADULTES
JAMES LYNG
ADULT EDUCATION CENTRE



5440 Notre Dame Street West Montreal QC, H4C 1T9

Visit us at

www.jlac.emsb.qc.ca/jlac



Tel: 514-846-0019

FB @jameslyngadult

IG @jameslyngadultcentre



Commission scolaire English-Montréal
English Montreal School Board

ADMINISTRATION

TINA SPIRIDIGLIOZZI
Centre Principal
tspiridiglioizzi@emsb.qc.ca

VÉRONIQUE CARRIÉ
Centre Vice Principal
vcarrie@emsb.qc.ca

STUDENT SERVICES

Leslie Habib
Guidance Counsellor
lh Habib@emsb.qc.ca

William O'Connor
Academic Advisor
woconnor@emsb.qc.ca

Paul Laplante
Re-Education Counsellor
plaplante@emsb.qc.ca

SUPPORT STAFF

Willma Francois
Secretary

Sean Yu-Ng
Administrative Technician

Mavis Samson
Barbara Ann Singer
Tania Snow
Vivienne Grant
Office Agent

Gordon Butt
Head Caretaker

SCHOOL MISSION

Our primary goal at James Lyng Adult Education Centre is to provide our adult learners with a wide range of rich learning experiences tailored to meet their unique needs.

We prepare and empower our adult students to achieve their educational, career, and personal goals in a safe, caring, and inclusive learning environment.

We aim to encourage life-long learning and critical thinking in our students in order that they may successfully continue learning throughout their lives.

James Lyng Adult Education Centre recognizes and values the diversity of its community and promotes mutual respect and cooperation amongst its diverse student population.

SECONDARY SCHOOL DIPLOMA REQUIREMENTS IN ADULT EDUCATION

Certification (A3)

Students must accumulate 54 credits from Secondary 4 & 5 level compulsory & optional courses

COMPULSORY CREDITS

	Secondary 4	Secondary 5	Total
English	/6	/6	/12
French	/4	/4	/8
Social Sciences (Sec. 4 or 5 credits from History, Contemporary World, Geography or Economics)			/4
Science & Tech (Sec. 4 or 5 credits from Science, Biology, Chemistry, Physics or Computers)			/4
Math (Sec. 4 or 5 minimum of 4 credits)			/4
Option Credits (Minimum 10 credits Sec. 5 optional)	/12	/10	/22
TOTAL ACCUMULATED CREDITS COUNTING TOWARDS DIPLOMA			/54

Transfer of youth Sec. 4 & 5 credits to adult ed. occurs after the student has taken and passed 1 adult ed. Sec. 4 or 5 credit

Minimum College (CEGEP) Entrance Requirements

Secondary School Diploma and must include:

History

(HST 4016 & 4017 or HST 4103 & 4104) or Contemporary World (SST 5101 & 5102)

Science

Science & Tech (TSC 4061 & 4062) or 436 (PSC 4010, 4011 & 4012)

Math

(Sec. 4 or 5) from:

CST 4 (MTH 4151, 4152, 4153) or 416* (MTH 4101-4104) OR

SN 4 (MTH 4271, 4272, 4273) or 436 (MTH 4101-4111) OR

CST 5 (MTH 5150, 5151, 5152) or 514 (MTH 5101-5104) OR

SN 5 (MTH 5170, 5171, 5173) or 536 (MTH 5101, 5102 & 5105-5111)

**Admission to select programs only*

Some college
programs require
additional
prerequisite
courses

DES Certification

CENTRE SCHEDULE

ACADEMIC CLASSES (DBE)	8:30 a.m.	Classes Begin
	10:30 a.m. - 10:45 a.m.	Break
	11:45 a.m. - 12:35 p.m.	Lunch
	3:40 p.m.	Classes End
BASIC ENGLISH CLASSES (CCBE)	8:30 a.m.	Classes Begin
	10:15 a.m. – 10:30 a.m.	Break
	12:30 p.m.	Classes End

Regular attendance is required, and punctuality is expected. Those returning late from break/ lunch could be dismissed for the period and considered absent.

Student attendance is **critical** in overall student success and as such will be closely monitored. Students showing erratic attendance patterns will be required to meet with Administration which may lead to being placed on a Student Contract or Deletions.

If the students' attendance habits persist, they are in danger of being asked to leave the Centre.

ACADEMIC INFORMATION

ACADEMIC ADVISING

Academic advising is designed to support your success at JLAEC through academic planning, connection to opportunities and resources, and a path to graduation.

Talk to Academic Advisors About:

- Your transition to JLAEC
- Creating an academic plan for next semester or year
- Planning short and long-term goals
- Classes and academic credits
- Graduation requirements and academic policies
- School resources
- Study skills (exam anxiety, note taking, exam preparation, time management)
- Success and wellness

Student Role in meeting the advisors:

- Get to know your advisors by scheduling and keeping appointments.
- They can be reached through Microsoft Teams, EMSB email, and telephone.
- Communicate often and regularly.
- Work with your advisor to develop short and long-term goals (classes interested in for the next semester)
- Utilize your advisor when faced with a challenge or difficulty, no matter how small.
- Be proactive and don't wait for issues to build up.
- Stay informed on key dates, academic deadlines, academic policies and graduation requirements
- Be familiar with the center's academic regulations

ACADEMIC ALERT

Our hope is for all students to succeed academically. Teachers partner with the academic advisors and re- education counsellor to better support your progress in your courses. This process is designed to give you early insights into your progress and opportunities for you to make improvements. Please know that referrals are meant to assist you in connecting with resources at JLAEC. These referrals are not punitive.

Email Leslie at lhabib@emb.qc.ca if you have any questions or need assistance connecting with resources. Remember that building relationships is a reciprocal process. Teachers and advisors are here to foster learning and support your experience. Be proactive and intentional about your interactions and the professional relationships that you are building.

ACADEMIC INTEGRITY

As you embark on completing all the assignments and projects for your courses, be mindful of important Centre policies. JLAEC Academic Honesty Policy applies to all students, instructors and other instructional staff participating in academic classes, programs and research projects offered by the Centre including online and distance learning. Learn more about the policy at www.jlac.emsb.qc.ca/jlac.

Examples include: presenting someone else's words or ideas as your own; using the same work in two courses without the consent of both instructors; purchasing, downloading, copying or allowing someone to do your work; signing in for another student or falsifying course records.

COLLEGE

A high school diploma is a necessary requirement to be admitted to college. Some programs have additional course prerequisites. There are 2 college pathways: 2-year pre-university programs or 3 year technical / career programs. It is important to meet with an advisor if this is an option you are considering.

CONNECTING TO CAREERS

We have many resources that will assist you in finding your ideal career path. Advisors can assist you with career ideas, building resumés, cover letters, job search strategies, and interview preparation. After completing high school, students have a variety of career options. With the academic advisor students can explore the various career paths that exist: vocational training, college technical training, university studies. Students can obtain information through attending career fairs, participating in Student for a Day programs, and visiting schools or centers.

EMSB Vocational Training Centres offer excellent, free, short-term training in many skilled trades. The skills, training and technical knowledge acquired in these programs are in great demand in industry throughout North America. See the academic advisor if you wish to explore opportunities with vocational training.

GOOD PRACTICES

Read your course outlines carefully to understand all of the course requirements. A course outline is an in-depth outline of the expectations of a course. Ask your teachers for clarification if you have questions or concerns about the course outline. Be sure you understand what acceptable collaboration is and what it's not. Do (and be sure to protect) your own work! Don't share or post course work or materials online. Give yourself plenty of time to complete assignments before they are due.

CODE OF CONDUCT

The following are the regulations for the students of James Lyng Adult Centre, please take the time to carefully read them as they will regulate how the administration deals with any issues that arise at school.

ABSENCES AND ATTENDANCE

For you to succeed academically, regular and punctual attendance is essential. There are, however, circumstances that may prevent you from attending class.

Absences of 5 days or more must be communicated with the teacher and the administration. A justified absence must be supported by providing a written note from an authorized person (doctor, social worker, dentist, etc...) You are also expected to phone the Centre in the morning to advise your absence if more than 3 days have elapsed. The number is (514) 846-0019. Please note that repeated absences may adversely affect your success and result.

Students are expected to attend all classes everyday as indicated on their schedule.

Your student schedule that you chose is a commitment. Failure to commit to it will negatively impact your current session.

BOOKS

Academic students are expected to purchase the books for all their classes. Common Core Basic Education students will receive a book for their particular level at the beginning of session. **ALL BOOKS ARE NON-REFUNDABLE**

CAFETERIA

The cafeteria may be used during your morning break and during the lunch period only.

CELL PHONES

Cell phones must ALWAYS be in silent mode while in class. Students may not take or post pictures & videos at school. The Centre is not responsible for any lost or theft of a phone.

CLOSURES

It may be necessary to cancel classes due to inclement weather or unavoidable circumstances. In these cases, the decision to cancel classes will be announced on English and French local radio and television stations CJAD (800AM), 98.5FM or check the school board's website at www.emsb.qc.ca. The announcement will also be made on the school's social media pages.

COMMUNICATION & CONNECTION

Developing professional relationships with your teachers, advisors and other staff at JLAEC will help set you up for success in your future career or academic goals. It will be up to you to seek out these connections! Advocating for yourself is an important skill to learn and practice will help you achieve your future goals.

DOORS (ENTRANCE AND EXIT)

Students can enter and exit through the front doors of the school ONLY on the adult side.

DRESS CODE

Acceptable attire is always to be worn. We are a multi-ethnic school, so all types of dress are to be respectful.

EMSB EMAIL

New students will receive an EMSB email at the beginning of the semester. Your EMSB email is your primary source for communication with teachers, advisors and other staff at JLAEC. Please ensure you check it regularly, should you realize you are not receiving emails please check with the Vice Principal or Academic Advisor to get it corrected.

LATES

When students are late beyond the 15-minute grace period, they must sign in at the main office and return to class with a late slip. Lates will be tracked and excessive lates will result in a mark of absent. After **nine (9) or more unexcused absences within a four-week period**, each additional late will automatically count as an absence.

Students with ongoing personal, medical, or family circumstances that may affect punctuality must meet with administration to discuss their situation. In exceptional cases, students may be asked to complete a **Verification of Circumstances Form** to confirm the reason for their lateness. Approved exemptions will be noted in the student's file and reviewed periodically.

EXAMS POLICIES

PLACEMENT TESTS

Any student who does not have an official Ministry transcript of marks is required to write a placement test in Mathematics, English, and French.

ACADEMIC EXAMS

Students must arrive on time for the exam. A late arrival of 30 minutes

will result in the student not being permitted to write the exam. Students are not permitted to leave the exam room.

A justified absence is one that can be supported by written documentation from a doctor, dentist,

lawyer, welfare counsellor or funeral director. The note must include the name and phone number of the student, time of the appointment and reason for absence.

Submitting falsified documentation constitutes fraud and this will result in immediate dismissal from the Centre.

Once an exam is presented to a student, it is considered an official exam and must be completed. Students who hand in blank answer sheets will be given a zero (0) for that exam. NO CELL PHONES or any other electronic device are permitted on student desks when writing an exam.

Only what is required to write the exam is permitted on the desk. All other personal items must be left at the front of the classroom.

REWRITE EXAM

Students who miss an exam will be marked ABSENT. Students will only be allowed a rewrite, regardless of which module, at the end of the semester after the final exam is completed. The result of the rewrite exam will be the final mark.

IN ORDER TO OBTAIN THE CREDITS ALLOCATED TO A PARTICULAR COURSE STUDENTS MUST:

Complete all required objectives and obtain a passing grade of 60%. Attend classes regularly. Students who are absent for more than 20% may not be permitted to write an exam.

FEES

A non-refundable service and administration fee of \$90.00 for Academic students and \$100.00 for CCBE Basic English, Literacy and Pre-Secondary students is to be paid at registration. A fee is charged for reopening a file after 5 days of consecutive absences. THESE FEES ARE NON-REFUNDABLE EXCEPT WHEN THE CENTRE CANCELS A CLASS.

EMERGENCY PROCEDURES

FIREDRILL, EVACUATION AND LOCKDOWN PROCEDURES

Everyone must immediately evacuate the building whenever the fire alarm sounds or when instructed to do so by a staff member. When evacuating the building, staff and students should follow instructions given by the teacher.

Under no circumstances are you to pause on the walkway outside the building.

Proceed directly out onto the city sidewalk.

Evacuate the building as quickly and quietly as possible.

Do not leave until given the OK by your teacher, they are responsible for your wellbeing and must know where you are during the drill.

SCHOOL LIFE

JAMES LYNG HIGH SCHOOL, FOCUS AND OUTREACH

JLAEC shares a building with three youth high schools. Given this situation, JLAEC students must remain on the Adult Education side of the building.

LOCKERS

Students must request a locker by completing a Locker Request from the Main Office. The Centre is not responsible for lost or stolen items. Sharing lockers is not permitted. Be aware that lockers and their contents are property of the James Lyng Adult Education Centre and can be searched by Administration/Police if there is reasonable cause to do so.

RECYCLING

We encourage our students and staff to recycle paper when necessary. There are blue bins available in every classroom. Please do not use the blue bins for regular garbage. Should you wish to drink water during the day we encourage you to bring a refillable bottle to school and avoid the use of plastic bottles.

RESO

Since its founding in 1989, RESO (Regroupment économique et social du Sud-Ouest) has been working to develop services that support the needs of people who want to re-enter the labor market as well as consolidate and develop South-West companies in the creation and maintenance of jobs. RESO offers its services free-of-charge to residents of in the South- West Borough which include: Saint- Henri, Little Burgundy, Pointe-Saint-Charles, Saint- Paul-Émard and Griffintown as well as individuals residing on the Island of Montreal. Our partnership with RESO helps adults who need to prepare to enter or re-enter the workforce by providing secondary education courses. RESO offers support to help you finish your secondary studies or fulfill the requirements necessary for admission to a Vocational/Professional training program.

SCHOOL PROPERTY

It is the responsibility of each student to help maintain the school building; in general, the classrooms, hallways, and cafeteria area. The cost of damage to school property will be absorbed by the students. No food or drinks are permitted in the classroom.

SMOKING

Smoking anywhere on premises is prohibited. This includes cigarettes, vape cigarettes and cannabis. Government Smoking Officials randomly and anonymously patrol schools (as well as other establishments) and will fine the students (or anyone else) personally for an infraction.

ZERO TOLERANCE

FOR ALCOHOL, CHEATING, CYBER BULLING, DRUGS, HARASSMENT (PHYSICAL, SEXUAL, VERBAL), PLAGIARIZING, RACISM, OR WEAPONS.

After an investigation by administration should a student be responsible for any of these actions, they will be asked to leave the school and possibly be asked to leave the EMSB.