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Visit us at  
[www.jlac.ca](http://www.jlac.ca)



Tel: 514-846-0019

FB @jameslyngadult  
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Commission scolaire English-Montréal  
English Montreal School Board

## ADMINISTRATION

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**CIVITA TUDINO**  
Centre Principal  
[ctudino@emsb.qc.ca](mailto:ctudino@emsb.qc.ca)

**VÉRONIQUE CARRIÉ**  
Centre Vice Principal  
[vcarrie@emsb.qc.ca](mailto:vcarrie@emsb.qc.ca)

## STUDENT SERVICES

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Leslie Habib  
*Guidance Counsellor*  
[lhabib@emsb.qc.ca](mailto:lhabib@emsb.qc.ca)

Amanda Comeau, Interim  
*Academic Advisor*  
[acomeau@emsb.qc.ca](mailto:acomeau@emsb.qc.ca)

Paul Laplante  
*Re-Education Counsellor*  
[plaplante@emsb.qc.ca](mailto:plaplante@emsb.qc.ca)

## SUPPORT STAFF

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Aziza Djebrani  
*Secretary*

Louise Yee  
*Administrative Technician*

Josie Mastromonaco  
Mavis Samson  
Barbara Ann Singer  
Tania Snow  
*Office Agent*

Dave Cuffey  
*Student Supervisor*

Gordon Butt  
*Head Caretaker*

## PRINCIPAL MESSAGE

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*Welcome to the new academic year!*

**W**hether you're a new student at JLAEC or a returning student, this year will present you with many opportunities to learn about what success means to you. Achieving success as a student includes having a range of tools and making the right connections. Our goal in creating this planner is to help with both. We have included information that we think is critical and offer guidance for how to make connections with people who will support you on your journey. While this planner is not a comprehensive guide to all that JLAEC has to offer, we hope it gives you a series of crucial signposts on your way to success. *We hope you enjoy it!*

**James Lyng Adult Education Centre** is pleased to be part of the English Montreal School Board Adult Sector where we are committed to providing forward-looking programs that give you, **our students**, the academic, cultural, and workplace skills and knowledge you will need to be successful in the 21st century economy. We provide flexibility within the schedule to achieve all of your goals, while continuing to provide you with a high quality education. Every classroom has up-to-date technology to support student learning in this ever-changing world. Our strong, committed, and knowledgeable staff work collaboratively to foster your success. Your success begins with your commitment to attend your classes daily and to complete all work assigned so teachers may measure the extent of your learning. At the same time, we fully respect and support that adult students may have additional responsibilities, including work, or family. Successfully meeting these challenges requires careful use of your time and energy. We will do our

utmost in assisting with this school -life balance. Our mission is to ensure that your well-being is provided for, that your goals for academic achievement are accomplished, and that you are always treated fairly and equitably. On behalf of Danica J. Lewington, the Vice-Principal, the staff and myself, I would like to wish you a very productive school year. At James Lyng Adult Education Center, you will find we care deeply for all of our students; we strive to offer

***“Education for Life.”.... You are Exactly Where You Need to Be!***

Together in education,  
Civita Tudino  
Principal

## 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 <small>(Sec. 4 or 5 credits from History, Contemporary World, Geography or Economics)</small>			/4
Science & Tech <small>(Sec. 4 or 5 credits from Science, Biology, Chemistry, Physics or Computers)</small>			/4
Math <small>(Sec. 4 or 5 minimum of 4 credits)</small>			/4
Option Credits <small>(Minimum 10 credits Sec. 5 optional courses)</small>		/10	/22
<b>TOTAL ACCUMULATED CREDITS COUNTING TOWARDS DIPLOMA</b>			<b>/54</b>

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)

Some college  
programs require  
**additional**  
prerequisite  
courses

*\*Admission to select programs only*

## 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.

## CENTRE SCHEDULE

DBE CLASSES	8:30 a.m.	Classes Begin
	10:30 - 10:45 a.m.	Break
	11:45 a.m. - 12:30 p.m.	Lunch
	3:40 p.m.	Classes End
CCBE Classes	8:30 a.m.	Classes Begin
	10:45 a.m. - 11:00 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. If the student's attendance habits persist, they are in danger of being asked to leave the centre.

## **A NOTE ABOUT CORONAVIRUS**

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Please note that the resources and processes in this planner may be impacted by the realities of COVID-19. If you have any concerns or issues with regards to Covid -19 before coming to the Centre, visit our web-page ( [www.jlac.ca](http://www.jlac.ca)) or give us a call for instructions regarding follow up protocol . Please also remember to follow appropriate social distancing guidelines when you are anywhere in the building. For more information about the COVID-19 protocol please read and refer to the Principal emails regularly. Be safe and please take care of our shared community.

## **ACADEMIC INFORMATION**

### **ACADEMIC ADVISING**

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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**

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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 .This referrals are not punitive. Email 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**

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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 [jlac.ca](http://jlac.ca) 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**

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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**

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We have many resources that will assist you in finding your ideal career path. Advisors can assist you with career ideas, building resumes, 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 program, 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**

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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**

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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**

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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 may put your entire session at risk.

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

Your student schedule that you choose, is a commit-

ment. Failure to commit to it will negatively impact your current session.

## **BOOKS**

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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**

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

## **CELL PHONES**

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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**

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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](http://www.emsb.qc.ca). The announcement will also be made on the school's social media pages.

## **COMMUNICATION & CONNECTION**

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Developing professional relationships with your teachers, advisors and other staff at JLAEC will help set you up for success in your future career or aca-

demic 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)**

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

## **DRESS CODE**

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

## **EMSB EMAIL**

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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.

## **EXAMS POLICIES**

### **PLACEMENT TESTS**

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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**

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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**

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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**

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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 re-

opening a file after 5 days of consecutive absences. THESE FEES ARE NON-REFUNDABLE EXCEPT WHEN THE CENTRE CANCELS A CLASS.

## **FIREDRILL, EVACUATION AND LOCKDOWN PROCEDURES**

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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.

## **JAMES LYNG HIGH SCHOOL AND OUTREACH**

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

## **LOCKERS**

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Students must request a locker by completing a Locker Request from the Main Office. Combination locks can be purchased at the bookstore at a competitive price. 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

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We encourage our students and staff to recycle papers 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

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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

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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

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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

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**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.