



JOHN F KENNEDY ADULT EDUCATION CENTRE

3030 Villeray Street, Montreal H2A  
1E7

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[www.jfkac.ca](http://www.jfkac.ca)



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514-374-2888

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Commission scolaire English-Montréal  
English Montreal School Board

## ADMINISTRATION

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**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 courses)		/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)

*\*Admission to select programs*

*only*



Some college programs require additional prerequisite courses

## CENTRE SCHEDULE

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ACADEMIC CLASSES	8:30 a.m.	Classes Begin
	10:30 - 10:45 a.m.	Break
	11:45 a.m. - 12:30 p.m.	Lunch
	3:35 p.m.	Classes End
CCBE DAY CLASSES	8:30 a.m.	Classes Begin
	10:45 a.m. - 11:00 a.m.	Break
	12:30 p.m.	Classes End
CCBE EVENING CLASSES	5:30 a.m.	Classes Begin
	7:30 p.m. - 7:45 p.m.	Break
	9:30 p.m.	Classes End

Regular attendance is required, and punctuality is expected. Returning late from break/lunch will not be tolerated.

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.

## CODE OF CONDUCT

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John F. Kennedy Adult Education Centre has established a set of school standards which we expect all our students to adhere to. By following these guidelines students will be contributing to a positive school environment and to their own success.

Students are expected to agree to adhere to the Centre regulations, to work diligently and to behave in a manner that shows respect to the Centre community.

**\*\*\*ZERO TOLERANCE FOR DRUGS, ALCOHOL,  
WEAPONS, VERBAL ABUSE, PHYSICAL ABUSE,  
CYBER-BULLYING, CHEATING AND PLAGIARIZING.**

Our Centre has expectations to maintain a respectful and cooperative environment. The following rules and regulations are to be adhered to:

- Smoking anywhere on premises is prohibited. This includes cigarettes, vaping 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.
- JFKAEC shares a building with the high school. Given this situation, JFKAEC students must remain on the Adult Education side of the building. Exceptionally, with administration approval, students will be able to use designated areas on the high school side.
- Students are expected to come to school always dressed in respectful attire.
- To prevent interruption of valuable class time and using devices to “help” on any kind of assessments, they may not be used in the classroom unless they are specifically needed for a classroom learning activity as guided by the teacher. Students may use their cell phones or other electronic devices on breaks or during teacher-led instruction that requires the use of an electronic device. No cell phones are to be visible during testing of any kind or during classroom instruction time, including lab time. Cell phones need to be on silent or vibration-only mode and stored in pockets, purses, completely out of site, etc. during class time. We understand that sometimes students need to make or receive calls or texts. This should be done during scheduled breaks whenever possible.

## CARE OF SCHOOL PROPERTY

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It is the responsibility of each student to help maintain the school building.

No food or drinks are permitted in the classroom.

## STUDENT ATTENDANCE

### ATTENDANCE

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- Students are expected to attend their classes regularly.
- Students are expected to arrive at all classes on time. This includes classes after the morning break and lunch.
- Chronically late and/or absent students will be dealt with accordingly by the administration.
- Students are expected to remain in class for the full duration of the period.

### ABSENCES

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Regular attendance in school has a significant impact on student success. Five (5) consecutive absences will automatically result in a deletion from your course(s). In the case of a justified absence a reinstatement is at the discretion of the Administration.

### STUDENT RESPONSIBILITIES WHEN ABSENT

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It is the responsibility of all students when absent for two or more consecutive days to inform their teacher(s) as to the reason for the absence.

**FAILURE TO RESPECT THE AFOREMENTIONED  
GUIDELINES MAY RESULT IN DISCIPLINARY  
MEASURES.**

## TESTING AND EXAM POLICY

### 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.

### EXAMS

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Students must arrive on time for the exam. A late arrival 30 minutes or later will result in the student not being permitted to write the exam.

Students are not permitted to leave the exam room. If a student leaves the exam room they must hand in their exam and will not be permitted to continue.

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.

If a student misses any part of an exam, their absence will be recorded, and the student will not be able to continue to complete any other parts of the exam. They will have to re-write the entire exam (upon administration's approval) in such a scenario. If a student misses any part of an exam with a legitimate reason (see above), then they will be eligible to write the remaining part of the exam (upon administration's approval).

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.

**ALL STUDENTS MUST FAMILIARIZE THEMSELVES WITH THE DETAILED EXAM PROCEDURE THAT IS FOUND ON THE JFKAEC'S WEBSITE UNDER THE 'STUDENT' TAB.**



## REWRITES

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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.
- Students must obtain a minimum of 50% to be eligible for a rewrite.
- The result of the rewrite exam will be the final mark.

## PLAGIARISM

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Plagiarism consists of (but is not necessarily limited to):

- Using unauthorized notes or other aids in a test or exam, or copying from or being influenced by another student's work during an evaluation or assessment.
- Giving unauthorized aid to another student; allowing another student to copy or use one's test, exam, paper, or homework.
- Using translating software or translations of texts studied in class without the permission of the teacher.
- Misuse of technology, including, but not limited to, cell phones, calculators and laptops.

Plagiarism or any other form of academic dishonesty, results in a zero grade for that assignment. Plagiarism or any attempt to cheat during class tests, quizzes, or exams will also result in the student receiving a zero grade for that assessment.

**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.

## ACADEMIC COUNSELOR

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Our Academic Counsellor provides information and support to help students meet their educational objectives. The advisor works with students individually and guides them through the process of choosing an educational path: Vocational Training, CEGEP, or University.

## GRADUATION REQUIREMENTS

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Le Ministère de l'Éducation shall reward a Secondary School Diploma to adults who earn at least 54 credits at the Secondary IV or V level including at least 20 credits at the Secondary V level, and among those 54 credits the following credits:

- 12 credits in Language of Instruction, including at least 6 at the Secondary V level;
- 8 credits in Second Language, including at least 4 at the Secondary V level;
- 4 credits in Secondary IV or Secondary V in the subject area of Social Universe;
- 8 credits in Secondary IV or Secondary V in the subject area of Mathematics, Science and Technology, including at least 4 compulsory credits in mathematics;
- 22 credits in elective subjects, including at least 10 credits at the Secondary V level.

*Please see the academic counsellor for specific details regarding the graduation requirements.*

## EMSB VOCATIONAL TRAINING CENTRES

These 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 business and industry throughout North America. See an academic advisor if you wish to explore opportunities with vocational training.

Below are the EMSB vocational training Centres:

- LaurierMacDonaldCareerCentre
- Rosemount Technology Centre  
ShaddHealthandBusinessCentre
- St.PiusXCareerCentre

### SCHOOL CLOSURES

If at any time it is deemed necessary to close the centre the announcement will be announced on radio 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.

### FIRE DRILL & EVACUATION PROCEDURE

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 the following instructions:

- 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.

## LOCKDOWN (CODE SILVER) PROCEDURE

- Administrator/staff member will announce; "THIS IS A CODE SILVER"
- Barricade the door with desks and chairs
- Everybody huddles away from doors and windows (away from the hallway wall)
- Everyone must stay quiet
- Under no circumstances should the door be opened. The police or emergency coordinator will come to usher you out.

***THE FULL LOCKDOWN PROCEDURE WILL BE EXPLAINED BY YOUR TEACHER/ADMINISTRATION. IF YOU HAVE ANY QUESTIONS PLEASE SPEAK TO YOUR TEACHER OR ADMINISTRATION.***

## CAFETERIA

The school cafeteria may be used during breaks and lunch- time from 11:45 a.m. to 12:30 p.m. with a full cafeteria service available. Students must conduct themselves properly and return trays after eating. Students are not permitted to be in the cafeteria after 12:30p.m.

## 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 John F. Kennedy Adult Education Centre and can be searched by Administration/Police if there is reasonable cause to do so.

**All lockers must be cleared out before June 30** and locks must be left on the locker or your deposit will not be returned. **All items left in lockers past June 30 will be disposed of.** Any student that would like the refund for their security deposit must present their original receipt to the student supervisor.

## 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***

## HELPFUL PHONE NUMBERS

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JFK Adult Education Centre (514) 374-2888

JFK Adult Education Centre (Fax) (514) 374-2226

E.M.S.B. (Main Number) (514) 483-7200

CLSC ST-MICHEL: Medical and Social Services  
3355 Jarry Est (514) 374-8223

Batshaw Youth & Family Centre (514) 935-6196

Suicide-Action Montreal (514) 723-4000

Sexual Assault 24-hour help line (514) 934-4504

DRUGS: Help Line (514) 527-2626

Centre des femmes de Montréal (514) 842-6652

St. Brendan's (514) 376-4537

Old Brewery Mission (514) 866-6591

Bouffe Action de Rosemont (514) 523-2460