



TEACHER

HANDBOOK

MISSION STATEMENT

Our mission is to offer all our students the best possible education in a safe and enriching environment. We aim to promote mutual respect and cooperation amongst students because peer support is a valuable factor in learning and success. Ultimately, helping students reach the goals they have set for themselves is our primary focus.

FORWARD

At John F. Kennedy Adult Education Centre, our pledge is to provide our students with a most positive and memorable experience on their educational journeys.

Thank you for your cooperation.

JFKAEC Administration

TABLE OF CONTENTS

Contents

Administrative Roles	5
Teacher Obligations	7
Teachers' Workloads & Presence Time	7
Teacher Lates	8
Teacher Absences	8
Emergency Lesson Plan	8
Course Outline	8
Student Records	9
Teacher Meetings	9
Teachers' Attire	9
Professional Improvement	9
Sexual, Verbal or Physical Abuse	9
Use Of Cellphones	9
ICT	10
Teacher Performance Appraisals	10

Student Matters

Student Code Of Conduct And Safety	10
Classroom Guidelines & Cleanliness	10
Classroom Attendance And Late Arrivals	11
Students Materials	11
Examinations	11

Centre Operations

Smoking	15
Parking	15
Public Showing of Movies/Videos	16
First Aid Care	16
Power Failures	16
Emergency Procedures	16

CENTRE STRUCTURES

ADMINISTRATIVE ROLES

Listed below you will find the names of the individuals who occupy the various administrative positions on the staff of John F. Kennedy Adult Education Centre and a partial list of the areas for which they are responsible:

ACADEMIC ADVISOR – Rosie De Grisantis

- Meet with students regularly to review their academic 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
- Assist students with any changes in their course of study
- Participate in the EMSB career fair and vocational centers to assist students with goals
- Review career and academic goals with students and help them follow the proper track to reach their goals

RE-EDUCATION COUNSELLOR – Luisa Moscardi

- Participates in developing and implementing an educational service to students 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 personal learning plan
- 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

TUTORS – Math, English, French

- Services are integrated into student's schedules
- Provides support to students during the course
- Reviews classroom or curricula topics and 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 tactics
- Providing students with positive and constructive feedback
- Meets with teachers who have these students and offers feedback where appropriate
- Building meaningful connections with students and teachers from diverse backgrounds
- Assesses student needs through active listening techniques and questioning strategies
- Recognizes different learning styles and student preferences
- Is knowledgeable of the curriculum in their subject area

STUDENT SUPERVISOR – Dwight Walton

- Will be stationed at the entrance of the main office at the beginning of every block. As students enter, the student supervisor will take note of any persons that are not familiar and ask for their name and the reason why they are present at the centre.
- Ensures that all doors are locked and deals with students who are late. If students are late, the student supervisor must inform them that they are late and record their name, teacher, and reason on an Excel sheet.
- Actively patrols the hallways to ensure students are in class.
- Actively supervises the cafeteria and agora during recess and lunch.
- Supervises the lineup at the turnstyle of the cafeteria to maintain order while ensuring that no student (RTC or JFKAEC) exits or enters through those doors.
- Announces to all students that break is over 5 minutes prior to the end of recess and/or lunch and clears students out of the cafeteria.
- Ensures that there is no smoking on the school grounds
- Ensures all students have left the building before leaving at the end of the day
- Assists administration with any other duties that they may need/deem necessary

TEACHER OBLIGATIONS *(Education Act – Section 22)*

A teacher shall:

- Review centre and classroom expectations at the beginning of the session and as necessary throughout the session
- Contribute to the intellectual and overall personal development of each student entrusted to his/her care
- Take part in instilling, in their students, a desire to learn
- Take the appropriate means to foster respect for human rights in his/her students
- 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
- Collaborate in the mentoring of newly qualified teachers
- Comply with the educational project approved by the Governing Board of the centre
- Listen to the opinions of students and have them heard and respected as long as the opinions are expressed in a responsible, appropriate and timely way
- Clarify and re-affirm our learning expectations with students at the beginning of each session and, as necessary, throughout the session
- Maintain confidentiality in all aspects regarding students

TEACHERS' WORKLOADS & PRESENCE TIME

It is essential that all teachers arrive in their classrooms before the beginning of teaching time. Teacher class lists are kept at the office and should be recuperated by the teacher before reporting to class (not during teaching time) and returned to the office at the end of each day.



**UNDER NO CIRCUMSTANCES ARE STUDENTS TO
BE LEFT UNSUPERVISED IN A CLASSROOM**

- Teachers will have received a hard copy from Administration during the first staff meeting of the session, the start and end dates of subjects and modules they are responsible for teaching.
- Teachers are not to replace each other in the classroom without approval from the administration.
- Teachers must submit their Presence times electronically through the document that will be provided by the administration.

TEACHER LATES

- Teachers must be in their classes before the assigned teaching time. This is especially important since being able to greet the students is key to creating a connection with students that is crucial to their success.
- If a teacher is unavoidably delayed, they must telephone the main office at (514) 374-2888 as soon as possible and indicate the reason for the delay.
- If a teacher has not reported to his/her class, an emergency substitute teacher will be assigned to your class.

TEACHER ABSENCES *(emergency, planned and personal)*

- When a teacher cannot report to the centre on a given day, they must submit the teacher absence form that is found in the Teacher section of our website as soon as possible.
- It is the responsibility of the teacher to arrange for their own substitute using the local substitution list.
- In case of an absence for social or personal reasons (PLA), a teacher is required to have approval from the principal in advance. A 24-hour notice minimum is required
- If an absence is a last-minute emergency, teachers are then asked to call the main office (514)- 374-2888, leave a voice mail, and email the centre administrators, Elizabeth Lagodich & Andrew Mangal (elagodich@emsb.qc.ca & amangal@emsb.qc.ca).

It is the responsibility of the teacher who has been absent to sign an absence form, found at the office with the financial office agent, **Patricia Arevalo, upon their return**

EMERGENCY LESSON PLAN

- It is required that all teachers prepare a folder for a substitute with various activities (generic or specific) that can be carried out in the class.
- All teachers are to submit a hard copy (not hand written) of their emergency lesson plan to the centre secretary, Suzie Urgolo, before the end of the first week of the semester.

COURSE OUTLINE

- A course outline is a legally binding document that communicates important information, such as learning outcomes, course expectations, and grading structures. Both instructor and student are obligated to follow the content of the syllabus.
- The course outline may be posted on the TEAMS platform.
- Every student should be provided with a course outline at the beginning of every session.
- Teachers are to submit electronically through the Teacher section of our website (www.jfkac.ca) a copy of their course outline no later than the end of the 1st week of each session.

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.
- The dates for the teacher meetings will be provided to all teachers by the administration.

TEACHERS' ATTIRE

- Teachers serve as role models and therefore should dress in a manner befitting our profession. It is one of the competencies looked at in a teacher's performance appraisal.

PROFESSIONAL IMPROVEMENT

- We want to model lifelong learning to our students and therefore encourage teachers to use the funds available to them in order 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 are 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 during instructional time. **CELL PHONE RINGERS SHOULD BE TURNED OFF WHEN IN CLASS.**

ICT

- 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.
- You are given an email address from the EMSB. This 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 at the centre.
- If you forget your password, you must reset your password on the EMSB portal.
- Teachers must check their EMSB e-mails (and MICROSOFT TEAMS) daily since it is the primary form of communication
- All staff must familiarize themselves with the Access and Appropriate Use policy which is available on the e-Portal.

TEACHER PERFORMANCE APPRAISALS

- Teacher performance appraisals are conducted by the administration on a regular basis.
- The document for Teacher Performance Appraisals can be accessed on the EMSB e-Portal.
- Administration has the right to visit your classes (either on-site or online) at any time.

STUDENT MATTERS

STUDENT CODE OF CONDUCT AND SAFETY

- Students are made aware of the centre's procedures and policies through the centre's website: www.jfkac.ca, under the Student tab by clicking the "Information" link.
- The document contains the rules and regulations of the centre as well as all the services offered to our students. Teachers must be thoroughly familiar with these, and they are expected to consistently model and enforce the policies.

CLASSROOM GUIDELINES & CLEANLINESS

- Classroom management and discipline is the responsibility of every teacher.
- Teachers must establish effective classroom routines and demonstrate clear expectations of student behaviour.
- Teachers are required to clear their classroom of all teaching material, paper, supplies and personal belongings when they leave for the day.
- Desks and chairs should be left in a neat and organized fashion even if there is no other group of students using the classroom after.
- If teachers do not have access to closed storage in your classroom, please see an

administrator to make arrangements for some personal storage space.

- Classrooms must be a clutter-free environment, this is especially important to allow for the caretakers to properly clean on a daily basis. Classrooms spaces are not teacher storage facilities. The caretakers have been instructed to throw out any paper or belongings left on desktops.
- If teachers need any cleaning supplies, please ask at the main office. The caretakers do not wash desks daily, we highly suggest you get your students into the daily habit of wiping their desks before the start of class.
- Small appliances are not permitted in classrooms. This includes coffee makers, microwaves, toasters, toaster ovens, kettles, fridges, etc. We understand the benefits of having these appliances in your classroom however they do not outweigh the risk of safety and injury hazards. We are privileged to have a beautiful spacious staff room with an equipped kitchenette, which you are welcome to use at your convenience.

CLASSROOM ATTENDANCE AND LATE ARRIVALS

- At the beginning of EVERY block, absences must be recorded on the Google Attendance Sheet in addition to the physical SEA.
- Students are expected to arrive on time. They are to stay in class for the duration of the block.

STUDENTS MATERIALS

- If teachers require students to have a certain workbook for their class, they must fill out the Workbook Request Form on the Teacher section of the

BOOKSTORE HOURS:
Tuesdays & Thursdays
10:30-10:45am & 1:30-1:45pm
(Open every day during the first
week of the new semester)

JFKAEC website (www.jfkac.ca).

Workbooks will not be prepared if this form has not been completed.

Patricia Arevalo will be in charge of the book store.



ALL BOOKS ARE NON-REFUNDABLE

- Basic English (CCBE) students will receive a book for their level at the beginning of each session.

EXAMINATIONS

- All students must be evaluated during our examination period in order for us to determine if they are to 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. Please refer to the detailed Exam Policies and Procedures that appear later in this document.

EXAM REQUESTS

- Teachers must request their exams through submitting the Exam Request form on the Teacher section of the JFKAEC website (www.jfkac.ca). Exams will not be prepared if this form has not been completed.
- If you wish to see a copy of your exam before the examination period, you may do so by booking an appointment through clicking the “Request to view exams” link in the Teacher section of the JFKAEC website (www.jfkac.ca).



NO EXAM CAN BE COPIED OR REMOVED FROM THE BUILDING UNDER ANY CIRCUMSTANCES

STUDENT EVALUATION

- Please enter marks as soon as possible on the Fiche de Suivi tab of the Google Sheet.
- Yellow highlight indicates that the administrative technician has entered the mark. Do not highlight or remove highlight on the google sheet.
- Once all marks for the module are entered, an office agent in the main office will have a printout for you to sign off on.

EXAM POLICIES & PROCEDURES



BEFORE THE EXAMINATION SESSION (P.75-76):

Any type of support or adaptation required for a student(s) must be pre-arranged before exam date. You are to contact an administrator or the academic advisor to make the arrangements accordingly.

Read the information documents for the exam in order to ensure that students have access to authorized materials only.

Make sure you know what support you are able to give the students or what you are not allowed to do. (ex: facilitated discussions)

Give students the examination preparation documents in accordance with the official calendar.

Any transgression may result in the examination being cancelled for the group.

Math Memory Aides must be signed (prior) by the teacher (please see specific procedures for the Math Memory Aid below).

If your exam exceeds your allotted teaching time you must notify an administrator in advance so that the appropriate arrangements can be made. UNDER NO CIRCUMSTANCES ARE EXAM TIMES TO BE SHORTENED.



DURING THE EXAM SESSION (P. 76):

- NEVER LEAVE THE EXAMINATION ROOM UNSUPERVISED.
- Purses, books, jackets, cell phones, or other electronic devices must be left at the front of the class. Once students begin writing their exams, the invigilator will go around with the sign-in sheet to each student's desk and have each student sign the sign-in sheet with their initials/signature and the time that they started writing the exam. At the end of the exam when the student turns in their exam, they must, once again, sign their name and the time that they are leaving the exam room.
- Students ARE NOT to receive any explanations, definitions, translations or reformulations or receive hints that they made an error.
- Any students 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.
- If you need to address a situation with a student, for example the student is refusing to give his/her electronic device or has been caught cheating, do not get into a confrontation. *Call Administration.*
- Ensure that students with special needs receive the extra time they are allowed.



AFTER THE EXAMINATION SESSION (P.76-77):

- Collect all exam material.
- Write on blank exams the full name of student along with the reason why the student did not write on that day.
- Verify that the copies of the exams are intact; no tampering.
- Return all the exam materials (*blanks and written copies*) to the office.



Teachers are not to write or mark anything on correction guides.

Exams must be returned to the office daily, they are not to leave the centre.

No exam material or exams are to be stored in your room. NO EXCEPTIONS.

Exams must be finalized and handed in to the OFFICE AGENT/EXAM CLERK AND FICHE DE SUIVIS handed in to the administrative technician within 5 days of the exam date.



If you have any questions please see an administrator.

INSTRUCTION FOR MATH MEMORY AID



1. All memory aids must be handwritten.
2. Before the exam, teachers must obtain the physical memory-aid template (that has the centre seal embossed on it) from the exam clerk. Please note that it is only one memory aid per student (*i.e. if the exam request made by the teacher was for 15 students, only 15 templates will be given out.* No extra copies will be given).
3. Students must complete their memory-aids by hand; 1 page single-sided. Cutting and pasting of any sort is forbidden. Any form of digitization or reproduction is forbidden.
4. Preparation of the memory aid must be completed prior to the exam date.
5. Teachers will inspect the memory aid prior to the exam date. It is the teacher's duty to thoroughly verify all components of the memory aid. Once they have deemed that the memory aid has been completed appropriately, they will collect the memory aid from the student, sign the memory aid and bring the memory aid to the exam clerk. The exam clerk will then place the memory aids into the exam envelope. Submission of memory aids are not permitted on the day of the exam. Once a teacher has submitted memory aids, they are not permitted to go into the exam envelope without the exam clerk and administration approval.
6. If a student presents themselves for an exam and have a memory aid that 1) is not on the original centre template that bears the centre seal, 2) is not signed (*even if it was in the exam envelope and was an oversight by the teacher*) or 3) was never submitted by the teacher (*the student brought it on their own*) they will not be permitted to use the memory aid.
7. At the end of the exam the memory aid is to be collected with the exam and archived. Memory aids should never leave the exam room with the student.

Please note that failure to follow any of the above guidelines will result in rendering the memory aid void, and the student will not be able to use it as a tool to help them be successful on the exam. Therefore, it is of utmost importance for all teachers to be vigilant when it comes to inspecting and approving memory aids.

CENTRE OPERATIONS

SMOKING

- All EMSB schools & centres are smoke-free environments. The Quebec Tobacco Act stipulates that smoking is prohibited within the building and on the grounds. Any student caught smoking in the building or on the grounds will face an automatic suspension. Furthermore, they may be liable to further sanctions and/or fines as stipulated in the Quebec Tobacco Act. Electronic cigarettes or other equivalent devices, whether they contain nicotine, are also not permitted on school/centre grounds
- You may see policy here:
https://www.emsb.qc.ca/emsb_en/pdf_en/governance_en/BoardPolicies/DirectorGeneral/NoSmoking.pdf

PHOTOCOPIES AND INFRINGEMENT OF COPYRIGHT LAWS

- All teaching staff is provided with a photocopy code, provided by the secretary, to have access to the photocopy machine in the staff room located on the 2nd 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>

PARKING

- A parking area is provided for teachers and staff 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 to use the centre parking facilities. This can be obtained from the administrative office.
- There are no assigned parking spots.



**STUDENTS ARE NOT ALLOWED TO PARK
IN THE PARKING LOT**

PUBLIC SHOWING OF MOVIES / VIDEOS

- Careful consideration of the content in videos and movies must be taken before the choice of material is shown to students. Please carefully review the curriculum guidelines prior to the choice of video/movie.

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.

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 PROCEDURES

1. LOCKDOWN

During Class time

- 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)
- 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.

2. EVACUATION

During Class time

- Take your class list with you and the evacuation binder
- Remind a responsible student to close 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 the main office.

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.

3. FIRE EXITS

Teachers must familiarize themselves with the Emergency Preparedness Folder in their classroom. If you do not have a folder in your classroom, please speak with the centre secretary.

