

Dear Students,

It is with pleasure we welcome you to Galileo Adult Education.

We are pleased you have chosen to complete your education and/or CEGEP pre-requisites at our Centre. We look forward to working closely with you throughout the upcoming year.

Our goal is to provide you with a positive learning environment, and the opportunity to achieve your goals. It is key to remember that you are ultimately the architects of your own accomplishments. Therefore, good study habits, punctuality, effort, and regular class attendance will lead you on the path of success.

It is mandatory that all students familiarize themselves with these rules and abide by them at all times.

On behalf of the entire staff at Galileo, we wish you a positive and successful school year.

Sincerely,

Administration

CENTRE REGULATIONS

ATTENDANCE:

Attendance is **compulsory** in all classes. As determined by the Ministry of Education, students who are absent for five (5) consecutive days will be deleted from the class. Any student who wishes to resume their studies must pay a \$20.00 reinstatement fee. Reinstatement is applicable only if space remains in the class and/or student is able to complete the course according to Ministry's regulations.

Students who accumulate an excessive amount of non-consecutive absences such as; develop a pattern or series of absences, constantly arriving late/departing earlier, will be reported to the office, which may result in a deletion from their class. Students manifesting a high absence rate will be obliged to sign an Attendance Contract. A breach of contract could possibly result in a departure from the Centre.

Students who are on Emploi-Québec should be aware that all absences are to be reported to their respective agent(s). Absences may have a significant financial implication leading to the possibility of losing their funding for school.

Students are responsible to notify the administration of any absences due to serious situations.

LATES:

Students are expected to be on time for class. Repeated late arrivals will be referred to the Administration.

Academic students who are more than 15 minutes late for either their 8:20 am, 10:30 am or 1:20 pm class, will not be issued a late slip nor, will be allowed to attend their class unless, they have a valid reason where the student must speak with administration upon their arrival.

ZERO TOLERANCE POLICY:

In order to provide a safe environment for all students and staff, Galileo has a zero tolerance policy. The following behaviors will **not** be tolerated in our Centre:

- The use of alcohol
- Dealing or consuming any form of drug, vape and/or but not limited to e-cigarettes.
- Smoking on school grounds
- Violence
- Possession of weapons
- Physical/Verbal abuse or intimidation
- Sexual harassment
- Gambling
- Bullying
- Vandalism

Any person suspected of/or engaging in any of the above-mentioned infractions will face immediate expulsion and possibly face criminal charges.

CLASSROOM BEHAVIOR:

Students are expected to dress properly for school (e.g. no low-rise pants and/or jeans, caps or headwear unless for religious reasons). All students must behave respectfully and appropriately during all classes. Any abusive and/or disruptive behavior towards the teacher/learning environment will not be tolerated. Continued offences will be handled by the administration according to EMSB policy. Sanctions may include departure from the Centre.

TEACHER/STUDENT RELATIONS:

If a problem arises within the student's classroom (e.g. not paying attention, assignments not completed, failing of exams etc.) the student should make every attempt to first discuss, and solve the problem with the teacher. If the situation has not been resolved, only then will the matter be brought to the administration's attention. Problems that do not involve the teacher may be brought directly to the administration.

SMOKING:

This regulation is governed by the Provincial, Municipal and School Board regulations in which smoking (electronic vapes, cigarettes or any form of drug) is prohibited on school grounds which include the parking lot and front entrance. Students are permitted to smoke nine meters away from school grounds.

VANDALISM:

Anyone who litters, damages or destroys the Centre's property will be required to absorb all costs for the damages they have made, and may be subject to expulsion. Vandalism of property is a serious criminal offense and will be reported to the police.

CARD PLAYING/GAMBLING:

Card playing and/or gambling of any sort is prohibited in the Centre. You will be asked to leave the Centre if caught card playing and/or gambling.

FIRE ALARM:

Fire drill(s)/alarms are to be treated as a real emergency at all times. Students must immediately evacuate the premises quietly and quickly and, in an organized manner.

TAMPERING WITH THE FIRE ALARM IS A CRIMINAL OFFENSE.

ELECTRONIC DEVICES:

All electronic devices such as, iPods and cellular telephones, are to be turned off during class time. Cell phones may only be used in the gym/cafeteria. The use of these devices is prohibited during examination sessions. Failure to comply with these rules will result in confiscation of the device(s). Students must pick up their device(s) from administration.

LOCKERS:

Registered students wishing to use a locker at the Centre must come to the Main Office to register one. It is the responsibility of the student to place a lock on the locker once it has been registered. Every student is responsible for the contents found in their locker. All locks must be removed by June 30 of the current year. The Centre reserves the right to cut the lock if the deadline date is not respected, and should the Center suspect any illegal substance and/or weapon that poses a danger to others. The Centre is not responsible for lost or stolen articles.

CAFETERIA:

Eating and drinking is restricted to the cafeteria at all times except for water bottles and/or thermos, which are permitted in the classrooms. For certain social functions, this restriction may be waived by the Administration. Vending machines and microwaves are provided for the convenience of students. After lunch, students are to clear the tables placing their garbage in the garbage cans. Students are to refrain from inappropriate behavior in the cafeteria.

VENDING MACHINES:

Vending machines are available for students' use only during their class breaks and/or lunch breaks. Vending machines are not to be used during class time. Students are not to tamper with these machines. Any loss of money or malfunction of the machines must be reported directly to the company, whose information is posted on the vending machines.

BOOKS:

All students are required to purchase all **mandatory** course material. All books are available at the Centre's in-house bookstore. Individual book prices range from \$10 to \$80 taxes included. Payment can be made in cash, visa, or debit. There will be no refund or exchange on book purchases. A list of all the books required for each class is available at the bookstore.

WANDERING/LOITERING WITHIN THE CENTRE:

Students are not permitted to wander or loiter within the Centre before, during or after class hours. Students will be permitted out of class should they, need to use the restroom, have a scheduled office appointment or, emergencies. Constant entering and exiting of the classroom will not be tolerated.

VISITORS TO THE CENTRE:

Students are requested to refrain from inviting non-students and/or friends to visit them at the Centre or, on school grounds. Any visitor to the Centre must report to the office to identify themselves to ensure safety and security of all students and staff.

PARKING:

Parking is free of charge and therefore is a privilege. Students may park in the schoolyard in an orderly fashion leaving ample room between vehicles and, must not block other cars for exiting the premises.

EMERGENCY SCHOOL CLOSURES:

In the event that classes must be cancelled due to snowstorms or other extreme weather please, listen to the radio for any announcement of cancellation for schools and centers within the English Montreal School Board. Stations such as **95.9 FM, 800 AM, 97.7 FM**. This information may also be found on the web at **www.emsb.qc.ca**

Exam Regulations:

EXAMINATION PROTOCOL:

The teacher must request a written exam when the student is prepared. Once an exam has been distributed to the students, it is considered to be an official exam. Any student leaving the room once an exam begins forfeits the exam. Re-takes are permitted when a student demonstrates knowledge of the material.

RE-WRITING OF SUMMATIVE EXAMS:

Students are entitled to re-write a final exam if, they have failed the exam and have completed all the re-coup work as recommended by the teacher.

A student who has passed an exam may request permission to re-write the final exam in order to obtain a higher mark (which may be necessary for admissions in higher studies). The student must request permission, in writing, from the Administration before he/she is allowed to re-write the exam and only if it meets the MEESR Sanction procedures. This request must be accompanied by the teacher's written recommendation.

If a student is registered in an old program, he or she may write one or more of the terminal objectives until a passing mark has been obtained unless, the course code has been closed by MEESR

REVISION:

Students are entitled to have their final exam re-read. Their request to this effect must be submitted in writing to the Administration no later than 30 days after having received their result(s). A \$10.00 fee must accompany each request.

No student is entitled to see, peruse or review a written exam as per MEESR Sanction procedures (cf Guide 6.3 a3).

CHEATING/PLAGIARISM:

Cheating and plagiarism is considered a very serious academic offence. Any student guilty of the above or who permits his/her work to be copied will receive an automatic zero (0) for the exam and/or assignment(s). Furthermore, the student may not be entitled to have a re-write in that particular objective and/exam.

EVALUATION OF LEARNING:

Each course code assigned by the MEESR is given a certain number of hours in which the course is to be taught. These hours correspond to the number of credits assigned to the course. Final evaluation of the student is included within these hours.

TUTORIALS:

Education is a learning experience which can be achieved through communication. Therefore, all students are encouraged and expected to actively participate during all classes. If after an explanation the student still requires further clarification or wishes to accelerate their learning, the student can request aid of a tutor. Tutors are available at the Centre free of charge.

ACADEMIC ADVISOR:

Our academic advisor is available for academic, vocational and career counseling services. Please consult their schedule posted near their office (Room 320). Request an appointment at the front office or drop-in to see them anytime from Monday through Friday.

It is mandatory to see the academic advisor if you are applying to CEGEP.

CEGEP Application Deadlines:

March 1st for Fall semester

November 1st for Winter semester

The Academic Advisor will help you with the following questions:

- 1) **How many credits** do I need to obtain my high school diploma?
- 2) **Which course(s)** do I need to graduate?
- 3) How do I go about **planning my academic/career path?**
- 4) What **prerequisites** do I need to enter a particular **CEGEP** or **Vocational** program?
- 5) How does the **educational system in Quebec** function?
- 6) How do I apply to **CEGEP?**
- 7) How can I apply to **Continuing Education** in CEGEP?
- 8) How can I apply as a **Mature Student** in University?
- 9) How do I achieve my **professional and/or academic goals?**
- 10) I have schooling completed outside of Quebec but within Canada, can I **obtain credits for this?**