

Galileo
Adult Education Centre
2025-2026

Galileo Adult Education Centre

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This agenda belongs to:

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STUDENT NO. _____ HOMEROOM _____



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Dear Students,

It is with pleasure that we welcome you to Galileo Adult Education Centre's 2025-2026 academic school year.

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

Our mission 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.

This agenda is designed as a tool to assist you with keeping track of deadlines, school pedagogical days and holidays. We trust this agenda will serve you well in planning your studies and be a useful source of information regarding our policies. We invite you to pay particular attention to the introductory part of this agenda in which our centre regulations are thoroughly explained. It is mandatory that all students familiarize themselves with these rules and abide by them.

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

Sincerely,

Martina Schiavone
Centre Principal

CENTRE REGULATIONS

OFFICE HOURS

Office hours are from 8:00 am-9:30 pm, Monday to Thursday.

On Friday, the office is open from 8:00 am-4:00 pm.

ATTENDANCE

Attendance is mandatory for all classes. As mandated by the Ministry of Education, students who are absent for five (5) consecutive days will be removed from the class list. Any student wishing to resume their studies may request reinstatement. Reinstatement is subject to the administration's discretion and will only be considered if space is available in the class and/or the student can complete the course in accordance with the Ministry's regulations.

Students who accumulate an excessive number of non-consecutive absences—such as developing a pattern of frequent absences or regularly arriving late or leaving early—will be reported to the administration. This may result in the removal from the class.

Students affiliated with Services Québec (formerly Emploi-Québec) must report all absences to their designated agent(s). Unreported absences may have financial consequences, including a potential loss of funding for their studies.

Students are responsible for notifying the administration of any absences due to serious or exceptional circumstances.

LATES

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

Students who are more than 15 minutes late for their class(es) may be required to speak with administration upon their arrival.

ZERO TOLERANCE POLICY

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 e-cigarettes
- Smoking on school grounds
- Violence
- Possession of weapons
- Physical/Verbal abuse or intimidation
- Sexual harassment
- Gambling
- Bullying
- Vandalism
- Plagiarism and/or cheating
- Social media harassment (identity theft, fraud, bullying, etc.)

Any person suspected of/or engaging in any of the above-mentioned infractions will face immediate expulsion, and possibly 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, student, and/or learning environment will not be tolerated. Continued offenses 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 is not 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 includes 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 & LOCKDOWN

Fire drill(s)/alarms and lockdowns are to be always treated as a real emergency. Students must stay silent and follow the instructions of their teacher and the Administration. **TAMPERING WITH THE FIRE ALARM IS A CRIMINAL OFFENSE.**

ELECTRONIC DEVICES

All electronic devices are to be turned off during class time. 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 for 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, 2026. 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 always restricted to the cafeteria 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 by 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. 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, credit, 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 emergency. Constant entrance 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 the 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 space between vehicles, and must not block other cars from 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 or 97.7 FM will be useful during these events.

This information may also be found on:

- the EMSB website: www.emsb.qc.ca
- Our Instagram page: @galileoadultcentre
- Our Facebook page: Galileo Adult Centre

SOCIAL MEDIA

Be sure to follow Galileo on the following social media platforms to stay informed about all events and activities:

- On our Instagram page: @galileoadultcentre
- On our Facebook page: Galileo Adult Centre

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 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.

Students will not be permitted to enter the exam room if they arrive more than **30 minutes** after the scheduled start time. Late arrivals within the first 30 minutes will not receive additional time to complete the exam.

RE-WRITING OF EXAMS

Students are entitled to re-write an 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 same exam 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 MEES Sanction procedures. This request must be accompanied by the teacher's written recommendation.

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, read or review a written exam as per MEES 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 will not be entitled to have a rewrite in that particular objective and/or exam and may be suspended for the remainder of the school semester.

EVALUATION OF LEARNING

Each course code assigned by the MEES 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.

STUDENT SERVICES

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 the aid of a tutor. Tutors are available at the Centre free of charge.

ACADEMIC ADVISING

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 can help you with the following:

- **How many credits** do I need to complete to obtain my high school diploma?
- What **prerequisites** do I need to enter a particular **CEGEP, University** or **Vocational** program? How do I apply?
- How do I achieve my **professional and/or academic goals**?
- I have completed studies outside of Quebec, can I **obtain credits for this**?

COUNSELLOR IN RE-EDUCATION

Our Re-Education Counsellor supports students facing learning challenges by:

- Offering practical tools and strategies that foster academic success when applied consistently.
- Working closely with students to assess and implement appropriate exam accommodations, as well as to develop effective test-taking strategies.
- Providing referrals to mental health and psychological support services available in the Quebec area.