



# STUDENT HANDBOOK

## 2009-2010

5000 rue René-Huguet  
Lachine, Qc  
H8T 1M7

Office : 514-798-1818  
Fax : 514-634-8146  
[www.pearsonskills.com](http://www.pearsonskills.com)

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ CELL \_\_\_\_\_

GROUP \_\_\_\_\_

## Identification

Name :

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Tel.:

Fax :

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E-mail :

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Address :

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City :

Postal Code :

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Permanent Code :

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## Important Information

Teacher :

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Program of Studies :

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Centre Director :

Tel.:

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Loans and Scholarship :

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Responsible :

Tel.:

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## In Case of Emergency

Name :

Relationship :

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Tel.:

Tel. :

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Name :

Relationship :

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Tel.:

Tel. :

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## Other Information

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# **PEARSON ELECTROTECHNOLOGY CENTRE**

5000 rue René-Huguet  
Lachine, Qc H8T 1M7  
Tel.: 514-798-1818 Fax : 514-634-8146

Commissioner	Patrick Whitham Ward 5
Director of Adult Education	Gloria Keenan
Centre Director	Paula Pedroso
Executive Secretary	Louise Thibaudeau

## **OFFICE HOURS**

7:45 am – 12:00 am  
1:00 pm – 3:45 pm

# Lester B. Pearson School Board

## Adult Education and Vocational Training



### 2009 - 2010 CALENDAR

2  
0  
0  
9

**Juillet/July**

L/M	M/T	M/W	J/Th	V/F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**Août/August**

L/M	M/T	M/W	J/Th	V/F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**Septembre/September**

L/M	M/T	M/W	J/Th	V/F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

2  
0  
1  
0

**Octobre/October**

L/M	M/T	M/W	J/Th	V/F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**Novembre/November**

L/M	M/T	M/W	J/Th	V/F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

**Décembre /December**

L/M	M/T	M/W	J/Th	V/F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

**Janvier/January**

L/M	M/T	M/W	J/Th	V/F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**Février/February**

L/M	M/T	M/W	J/Th	V/F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

**Mars/March**

L/M	M/T	M/W	J/Th	V/F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**Avril/April**

L/M	M/T	M/W	J/Th	V/F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**Mai/May**

L/M	M/T	M/W	J/Th	V/F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**Juin/June**

L/M	M/T	M/W	J/Th	V/F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	29	30	

Board level Ped Days : ○ 3 Centre Level Ped Days : ⚙ Holidays □ Recovery & Exam Retake days ■  
 Board Level Ped Days: Nov. 20, February 8, April 6  
 200 teacher days  
 ⊗ Nov. 20 is the anticipated Teachers' Convention

## PROFESSIONAL DAYS

August 21, 2009  
November 20, 2009 (Teacher's Convention)  
February 8, 2010  
March 12, 2010  
April 6, 2010  
May 7, 2010

## HOLIDAYS

Classes will not be held on the following holidays:

Canada Day	July 1, 2009
Summer Break – Vocational	July 20 to July 31, 2009
Labour Day	September 7, 2009
Thanksgiving	October 12, 2009
Christmas	Dec. 23 to Jan 5, 2010
Easter	April 2 to April 5, 2010
Dollard Day	May 24, 2010
St-Jean Baptiste	June 24, 2010

## PROGRAM HOURS

<b>Day program</b>	8:00 am to 3:00 pm
<b>Evening program</b>	4:30 pm to 10:10 pm

## DAILY SCHEDULE

<b>DAY</b>	<b>NIGHT</b>
8:00 am – 9:30 am	4:30 pm – 6:00 pm
9:30 am – 9:40 am (Break / Pause)	6:00 pm – 6:30 pm (Supper)
9:40 am – 11:10 am	6:30 pm – 8:00 pm
11:10 am – 11:50 am (Lunch / Diner)	8:00 pm – 8:10 pm (Break)
11:50 am – 1:20 pm	8:10 pm – 10:10 pm
1:20 pm – 1:30 pm (Break / Pause)	
1:30 pm – 3:00 pm	

Welcome to the Pearson Electrotechnology Centre! PEC is dedicated to assisting students to succeed. To this end *we promote*:

- Strong leadership
- Collaborative decision making
- High performance expectations
- Emphasis on positive student behavior
- Close ties to the community, industry and public sector stakeholders
- Vocational training enabling successful entry into the work force

In order to successfully promote the above mentioned, as a learning community, *we value*:

- A respect for self, for each other, for our diversity and for our environment.
- Striving for excellence by maximizing the potential of each individual and by promoting a commitment to lifelong learning.
- The fostering of responsible citizenship, cooperation and a strong sense of community.
- An atmosphere of openness, honesty, integrity and accountability.

## **FEES**

**Tuition fees are paid by the Ministry of Education of Québec** for all Québec residents who are qualified to enter a particular program.

**Workbooks and some materials are supplied at minimum cost by the Lester B. Pearson School Board.** Many books and some materials are on loan only and must be returned at the end of the program. Students who damage books/materials, or fail to return them, will be required to pay full cost of replacement.

**The request for admission fee, which is not refundable, is due upon registration at the Admissions Office (W.A.A.V.E. located in the PACC building).** All other Centre fees are due on the day you are invited to complete the registration.

**The basic student service fee of \$50 per session is required by the L.B.P.S.B. for all programs.**

**A receipt will be issued after payment of fees to the Vocational Education office.** All fees are to be paid in cash, money order, VISA, MasterCard or Interac.

**Student Letters:** Students who require letters from centre administration must request the letter three days before it is required. There is a charge of **\$2 for each letter** requested.

**Refunds:** Registered students who decide not to begin a program will be refunded all fees less the first basic student service fee of \$50. Students who leave a program before its completion will receive a refund only for sessions that have not yet started. There will be **no refund** for materials that have been delivered to students.

**COST OF BOOKS AND MATERIALS ARE LISTED ON THE FEE FORM DISTRIBUTED AT  
REGISTRATION.**

# **STUDENT RESPONSIBILITIES**

## **Attendance**

All modules, in each program, have attached to them a number of required hours. Students are expected to complete all of these hours.

Appointments should be made outside of class time if at all possible. Any absence during a work-study module may result in failure of that module. Regular and punctual attendance is vital to the process of learning and essential for success in a course. To increase the likelihood of success, the teaching staff, administration and resource services are dedicated to monitoring and helping students attend regularly and punctually.

When students register for a program or a module, they are registering for the entire learning package.

Students are expected to arrive in class or work-study sessions on time and complete the number of hours required by the module.

Students should contact the school when they are going to be absent. Excessive absence in the program may make it necessary to ask the student to return in another session.

## **Absenteeism**

### **A. Information Concerning Expectations**

Students will be informed in writing by the course teacher as to the expectations concerning learning activities, classroom and course procedures, assignments, enrichment and remediation provisions and examination procedures.

Dates, times and limitations will be particularly and specifically expressed in this outline.

Late arrivals and early departures will not be tolerated unless authorized by the teacher.

### **B. Poor Attendance**

Students whose attendance is not regular will be reported to the administration or guidance by the teacher for follow-up. Regular absence may be an indication of the student's desire to abandon a module.

## **Evaluation of Student Learning and Performance**

The evaluation of student learning and performance should be designed so as to determine the degree to which students have met the objectives of a module or a program and have satisfied attendance requirements.

Final evaluation should take place only when the teacher considers that the student has acquired the competencies defined in a particular module. To this end, students must successfully complete the assigned learning activities. Systematic failure to do so is an indication of the student's desire to abandon the module.

A DVS is only granted when **ALL** the learning activities and the final evaluation have been completed for all modules.

Final evaluation is used to officially determine whether a student has developed the intended competency for the objective of the module. It is a rule of the Ministry of Education that students may not view a final evaluation after the exam.

At times, where appropriate, parts of this evaluation can take place in a real workplace situation and/or in a simulated setting. Some modules are of a participatory nature; students must be present to pass the module.

Before submitting a student to a final evaluation, the teacher, as a result of the classroom evaluation process, should be relatively certain that the student has acquired the required learning, and has been given any needed remedial work.

## **Examinations**

### **A. Attendance at Examinations**

Students, who fail to take a scheduled examination without a validated medical or legal reason, will not be entitled to rewrite an examination and will be considered to have failed the module. They will be required to retake the module in its entirety.

### **B. Cheating**

If a student is caught cheating or deliberately helps another student, he or she automatically fails the examination.

Any incidence of cheating will be reported to the administration where decisions concerning dismissal from the module, dismissal from the program or other procedures will be made.

## **Remediation**

The objective of remedial work is to help, encourage and support the student who encounters temporary difficulties during the learning process. Students should not systematically expect remedial work in every module.

Remedial work is not intended to compensate for difficulties encountered by a student due to absenteeism.

Remedial work can be done by the student alone (work assigned by a teacher), with peer tutoring or with a teacher.

A student may be allowed limited remediation with a teacher if he/she has learning difficulties, and/or has absences deemed acceptable to the Centre Director, and/or has failed the final evaluation.

In order to fully benefit from remediation students need to have a good attendance record.

## **Failure and Rewrites/Retakes**

The student who has failed the final evaluation may be allowed a rewrite/retake under the following conditions:

- a small number of absences;
- a first final evaluation has been attempted and failed;
- the remedial work suggested by the teacher has been completed;
- the teacher has recommended that the student is ready to attempt a rewrite.

If a student feels unready to write/carry out a first evaluation, arrangements must be made in advance with the teacher to postpone the testing. The evaluation may be rescheduled with another group where possible, but the time frame may not necessarily correspond with the end of the program in which the student is currently registered.

The candidate who wishes to do a rewrite must demonstrate that he/she has successfully completed the remedial work, if assigned, before being allowed the rewrite/retake.

The student will receive as **FAILURE** in a module if he/she has failed to obtain the minimum performance standard.

## Rescheduling of Modules

Students who fail a module, with or without a rewrite or who abandon a module will be rescheduled for that module at the earliest possible date, considering class enrolment and class schedule.

Students who must follow rescheduled modules may not necessarily follow the remaining modules with their original group as some modules are required prerequisites for other courses.

Stages may be delayed until all modules are successfully completed.

## Student Responsibilities (Evaluation)

### *Students should:*

- assume ownership of learning and evaluation criteria
- attend classes on time and regularly to ensure that they have the best chance of success in their chosen program
- submit work on time
- accept constructive feedback from teachers as a positive contribution to success
- participate actively and fully in learning situations
- inform the teacher of a known learning disability or make the teacher aware that a difficulty is being experienced
- arrive on time and prepared for evaluation
- participate in evaluation honestly
- be open to the need for remediation if a first attempt at evaluation is not successful
- take advantage of any remedial work that is available by completing assignments or by being present at a review session
- be prepared to reintegrate with another group if asked to repeat a module

## Pedagogical support

Students who are experiencing learning difficulties will be met by a member of the centre administrative or pedagogical staff. The objective of these meetings is to help students understand the expectations of the **PROGRAM** and to assume personal responsibility.

## Smoking

New legislation has recently been enacted banning smoking on grounds put at the disposal of the schools/centres. Failure to comply may result in fines. In addition, the Council of Commissioners has adopted a resolution (06-09-15) prohibiting smoking on all properties of the Board at all times.

## Dress Code

Students must be dressed appropriately for a school setting. Coats, boots and other outside garments must be left in the lockers during classes.

In the workshops and laboratories, students must adhere to the rules regarding the dress code and other security measures as outlined by the teacher. The instructor retains the right to refuse a student entry into class when dress requirements are not followed.

## Parking Lot

There are three designated areas for parking: teachers, students and administration.

Administrative parking is in the space closest to the building. Teacher's parking spaces are in the first row of the large parking lot. All other spaces are open to students.

## Lockers

Each student will be assigned a locker. Students should keep their lockers locked with a secure and strong lock.

Money and valuables should never be left in lockers as the Centre will not assume any responsibility for loss or theft. The administration reserves the right to open and inspect student lockers.

## Student Card

A student card is mandatory for all students. It contains all necessary information and allows students to circulate freely in the centre. It is needed when borrowing tools and for using other machines in the shops and labs. Any lost card must be reported immediately and replaced at the main office at a cost of 3\$.

## Code of Conduct

During the first week of classes, students are asked to sign a form indicating that they are aware of the expect conduct within the centre and all the LBPSB's policies (available on the LBPSB website, [www.lbpsb.qc.ca](http://www.lbpsb.qc.ca) ).

## **Food /Lunch Room**

For security and hygiene purposes, food and drink are not permitted in the classrooms, shops and labs. An effort should be made to consume all food and beverages in the students' cafeteria. Students are responsible for keeping the facilities, including the microwaves and refrigerator, clean at all time.

## **Visitors**

Access to the Centre is strictly for the registered students. Visitors must report to the administrative office on the second floor.

## **Computer Labs**

Food and beverages should not be consumed at a computer workstation. Students are responsible for keeping the workstation clean and in order. Report immediately to the teacher any malfunctions with your computer.

## **Internet use**

Students must respect the teachers' directives regarding internet use and internet research. The LBPSB Policy on Appropriate Use of the Internet will apply (available on the LBPSB website, [www.lbpsb.qc.ca](http://www.lbpsb.qc.ca) ).

Failure to abide by such directives may result in administration involvement.

## **Drugs and Alcoholic Beverages**

Possession, use or sale of drugs or alcohol is banned in the Centre and is cause for dismissal. The LBPSB's Safe Schools Policy will apply (available on the LBPSB website, [www.lbpsb.qc.ca](http://www.lbpsb.qc.ca) ).

## **Audio-Equipment / Cellular Telephones**



The use of portable audio equipment and cellular telephones is not permitted in classrooms, laboratories or workstations in the Centre.

## C.S.S.T.

Students on a non-remunerated stage in a company are covered by the C.S.S.T. However, all students attending the centre are encouraged to purchase individual accident insurance.

All accidents happening during centre sanctioned activities must be reported and an accident report must be filled out by the teacher on duty.

## Change of Address

Students must notify the administration of any change of address or telephone number. A special form for this purpose is included in this agenda.

## Emergency closures

Any decision regarding the closure of school due to adverse weather conditions will be taken before 6:30 a.m. The following stations will broadcast the appropriate message: CBM, CJAD/CHOM, CFCF and RDI/CBC/CBF.

## Emergency / Fire and Evacuation – Procedures

1. Stay calm.
2. Do not attempt to put out the fire.
3. Pull the fire alarm in closest proximity.
4. Evacuate the area by the closest exit.
5. Do not use the elevator.
6. Follow the directives given by centre personnel and/or administration.

- **False setting off the fire alarm or refusal to evacuate is illegal and may result in serious fines.**

Remember to close your classroom door on your way out and follow the nearest exit direction indicated in the corridor. **PLEASE DO NOT RUN – WALK QUIETLY TO THE NEAREST EXIT.** Everyone must stay well away from the building so as not to impede access of emergency vehicles. There is absolutely no smoking allowed at this time, even on the street.

Students must remain quiet so that emergency instructions can be heard. Teachers will take attendance after the evacuation. No one is to reenter the building until so instructed by the administration.

## **Procedure in case of Power Failure**

1. Stay calm.
2. Do not leave the area.
3. Do not light matches or lighters.
4. Wait for instructions from the administration.

## **Safety and Security**

In light of the inherent dangers associated with the programs at PEC, a higher than usual level of vigilance is necessary in terms of security.

Wearing of proper footwear, hard hat and safety glasses is mandatory for all students and personnel in the shops at all times.

Furthermore, all students using tools, instruments and equipment proper to each program are expected to do so while respecting the method of operation to avoid accidents or damaging equipment.

## **First Responders**

911

The list of first responders (staff members trained to respond in emergency situations) is posted in the main office and on every bulletin board.

## **In case of an Accident**

All students must fill out a health record form (included in this agenda) indicating a contact number and person to call in case of an emergency.

Regardless of the severity of an accident, an accident report must be filled out the same day by the supervising teacher and returned to the administration.

# annexes

## HEALTH & SOCIAL PROGRAMS SERVICES

**Need help?  
Dial one of these emergency numbers**

Sexual Assault Centre	514-934-4504	24h / 7 days
Suicide Action Montreal	514-723-4000	24h / 7 days
Drug Help and Referral Montréal	514-527-2626	24h / 7 days
Pavillon Foster – Alcohol, Drug and Problem Gambling	514-486-1304	
Gambling Help and Referral Montréal	514-527-0140	24h / 7 days
Gayline	514-866-5090	
Info Gang	514-493-4104	
S.O.S. Conjugale Violence	514-873-9010	24h / 7 days
Grief Centre	514-486-0550	
Montreal Information and Referral CENTRE of Greater Montreal (shelter, food etc)	514-527-1375	5 days
Pregnancy Hotline	514-271-0554	24h / 7 days
SHAD (Self help against depression)	514-684-9896	
Depressed Anonymous	514-278-2130	8:00 – 24:00 7 days

**Please complete the reverse side of this form  
and return it to your teacher during the first  
week of class.**

## EMERGENCY HEALTH RECORD

<b>Name :</b> _____ <small style="text-align: center;">Please print</small>	<b>Surname:</b> _____ <small style="text-align: center;">Please print</small>
<b>GROUP:</b> _____ <b>START DATE:</b> _____ <b>END DATE:</b> _____	
<b>E-mail:</b> _____	
<b>Contact person in case of an emergency:</b>	
<b>Name:</b> _____	<b>Relationship:</b> _____
<b>Telephone: ( )</b> _____	
<b>STUDENT HEALTH RECORD : 2007-2008</b>	

HEALTH PROBLEMS	YES		NO		<u>MEDICATION</u>		RECOMMENDATION
	YES	NO	YES	NO	YES	NO	
Vision							
Hearing							
Diabetes							
Epilepsy							
Cardio-Vascular disorders							
Neurological disorders							
Asthma							
Gastrointestinal problems							
Blood disorders							
Other(s)							

<b>ALLERGY(IES)</b>	<input type="checkbox"/> peanuts <input type="checkbox"/> feathers <input type="checkbox"/> eggs <input type="checkbox"/> antibiotic <input type="checkbox"/> insect bites <input type="checkbox"/> others <b>Specify:</b> _____  Type of reaction: _____ <b>Medication used:</b> <input type="checkbox"/> Epipen <input type="checkbox"/> Cortisone <input type="checkbox"/> Others : _____  <b>Specified:</b> _____
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**If you move during the course session or in the month following the completion of your course, please complete the reverse side of this form and return it to the main office.**



## CHANGE OF ADDRESS

**GROUP:** \_\_\_\_\_

<b>Name :</b> _____ <small style="text-align: center;">Please print</small>	<b>Surname:</b> _____ <small style="text-align: center;">Please print</small>
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<b>OLD ADDRESS:</b>
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_____	_____	_____
ADDRESS	STREET	APT
_____	_____	_____
CITY	PROVINCE	POSTAL CODE
TEL: (    )	e-mail address:	

<b>NEW ADDRESS:</b>	<b>as of</b> _____
	DATE

_____	_____	_____
ADDRESS	STREET	APT
_____	_____	_____
CITY	PROVINCE	POSTAL CODE
TEL.: (    )	e-mail address:	

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**P.S. Please return to the main office**



**“All members of the school /centre Community must treat one another with dignity and respect at all times, and especially when there is disagreement”**

### **CODE OF CONDUCT**

1. Students are expected to dress in a professional manner and to wear the uniform.
2. Smoking on the grounds put at the disposal of the centre and in the centre is absolutely forbidden.
3. Attend Centre and Centre related activities free of alcohol or drugs.
4. Use acceptable language, verbal and non-verbal, at all times.
5. Dice games and gambling of any kind are not activities appropriate for the Centre
6. No loitering.
7. Threatening another person, theft, vandalism, intentional damage and misuse of school property are very serious infractions which will be dealt with to the full extent of the law.
8. Weapons of any kind are not permitted in and around the Centre.
9. No technical devices (i.e. camera phones, recording devices, etc.) may be used to invade or threaten personal privacy.
10. Respect for others extends into students’ communications with each other and with staff on line.

#### **Please note:**

- **When any of the above is not respected, immediate dismissal from the Centre and the program can be expected.**
- **Although we make specific reference to certain unacceptable behaviours, all students are responsible for being aware of the LBPSB’s policies found on the board’s website, [www.lbpsb.qc.ca](http://www.lbpsb.qc.ca)**

#### **Attendance**

Students are expected to attend all classes and class activities. If a student misses a significant portion of a module, the following consequences may result:

- ❖ Loss of permission to write the examination
- ❖ He/she may be required to repeat the module at a later date.

Students are expected to arrive on time, attend the entire class and may be counted absent if arriving late or leaving early. Teachers reserve the right to **refuse entry** to a student who is late.

Children are not permitted in the Centre or to attend classes with their parents. Teachers will dismiss the student from class immediately and ask that he/she return home with the child.

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**I, \_\_\_\_\_, have read the above and will respect all conditions.  
I am fully aware of the consequences arising if I do not respect the Centre’s Code of Conduct.  
I have also read and am aware of the information in the Student Handbook.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
date