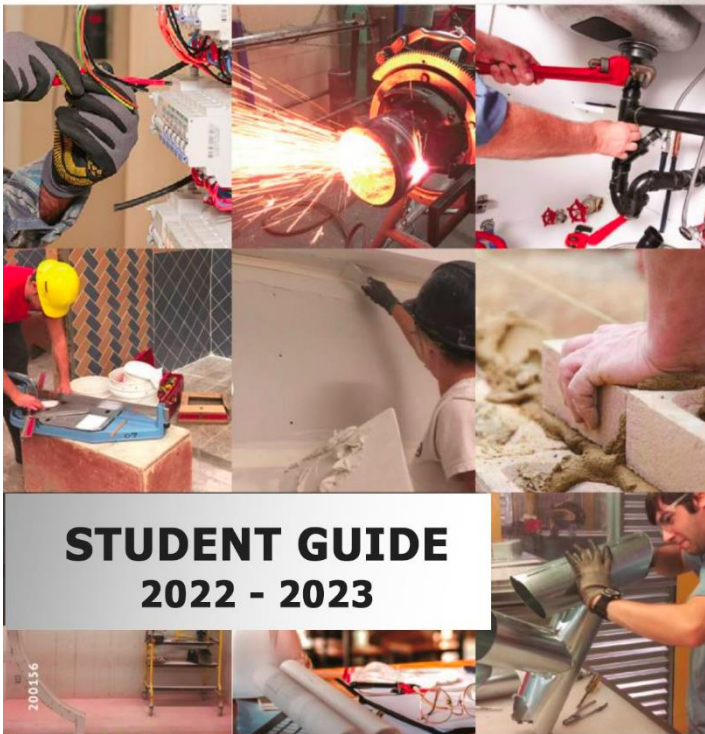




École des métiers
de la **construction**
de Montréal



STUDENT GUIDE

2022 - 2023



**Centre
de services scolaire
de Montréal**

Québec 

Last revised August 2021.



École des métiers
de la **construction**
de Montréal

Identification of the student

Name : _____

Address : _____

Phone: _____

Email : _____

Program : _____

Group : _____

Allergies : _____

Emergency contact : _____

Phone : _____



École des métiers
de la **construction**
de Montréal

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Papineau,



45 AND 10



Fabre,



45



Laurier,



27

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STUDENT GUIDE
CODE OF CIVILITY
POLICY FOR MONITORING AND
EVALUATING LEARNING



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Words from management

It is with great pleasure that we welcome you to the Montreal Construction Trades School (ÉMCM).

On behalf of the entire school team, we would like to congratulate you on being admitted as a student in one of our training programs.

As a student, choosing the EMCM is to engage in a partnership and become primarily responsible for its training and success.

In order to provide everyone with a harmonious living environment for learning, the center has adopted a code of conduct that must be respected by all. This code of conduct respects the Charter of human rights and freedoms of Quebec, as well as the laws of the Civil Code and the Criminal Code which concern us here.

The Codes of Life and Civility present a set of values that serve to guide the relationship between students, staff members and the community. These values help to develop the behaviors sought by the center, the society and the work environment from which they are closely inspired. Respect for these values is a mutual commitment since everyone's efforts will create a pleasant and harmonious living environment to achieve your goals.

The efforts made to apply all the principles and rules contained therein will ensure a pleasant living environment that will help you in achieving your goals.

Good success!

Management

1. Obligations

1.1 The use of premises and educational material

At the ÉMCM, respect is exercised towards people, but also towards goods, equipment, premises and textbooks made available to students. The premises are cleaned daily to make their use pleasant for all students who use them. It is very important to keep these places clean.

Common areas such as the cafeteria, rest rooms, washrooms and the furniture found there must also be kept clean and in good condition.

Food and beverages are prohibited in classrooms, laboratories, and workshops. Bottles of water are however accepted except in computer rooms.

To promote academic success, attendance during class hours is essential, going back and forth between departments during class hours is prohibited except under special authorization.

1.2 The use of tools

Specialized tools and equipment are shared by all students both day and night. As these are expensive, they are kept in the store department and must be obtained by presenting your student card. Due to the overlap of day and evening classes, it is the borrower's responsibility to return the property within the same day. Fees may be charged in the event of loss or theft.

The use of tools, equipment or personal accessories is always prohibited. It is forbidden to remove tools from the center unless authorized by management.

A toolbox is given to each student. Its content is the responsibility of the student. This toolbox must be returned to its initial state at the end of the training, failing which, the student will have to pay the costs of replacing lost, stolen or abused tools.

1.3 School premises and neighborhood life

Respect for the property of others and the centre's environment (building, lawn, trees, shrubs, etc.) is essential. As the center is located in the heart of a residential area, it is important to maintain a good relationship with the neighborhood.

Therefore, students should stay within the boundaries of the field and pay particular attention to excessive noise during arrivals, pauses and departures.

The elementary rules of good citizenship must be a concern at all times for the students of the center. Thus, the neighbors will be able to live in peace.

1.4 The use of computers

The use of computers and the internet is reserved for school purposes. It is strictly forbidden to download or visit sites of a violent or pornographic nature.

The use of technology should be for the sole purpose school. At all times, the student must respect the information technology code of ethics and agreement for the use of the CSSDM network.

1.5 Communication or entertainment devices

For safety reasons, the use of any communication or entertainment device (cellular) is prohibited during school hours. For all emergencies, you must contact the sector secretary at (514) 596-4590 ext. 1389 or by email at emcm.ea@csgm.qc.ca.

Furthermore, any form of recording, visual or sound is prohibited, unless the teacher specifically authorizes it for educational purposes. Reproduction of a person's image or voice requires their permission.

1.6 Theft and vandalism and the carrying of weapons

Serious measures such as a temporary or permanent training suspension will be taken to counter theft and vandalism. In addition, any object not relevant to the lessons and anything that could be considered a weapon, or a bladed weapon is strictly prohibited in the center. Any complaint to this effect will be reported to the police.

The management of the Center can search a student and his locker if:

- She has reasonable grounds to believe that a rule at the center has been or is being broken.
- She has reason to believe that evidence of this violation can be found on the person or in their record.

The search must be carried out in the presence of witnesses and in a respectful manner. Depending on the seriousness of the situation, a police officer may be present during this search.

Repair costs will be billed to the student if the latter is found guilty of vandalism, willful damage or abuse of equipment.

Under no circumstances can the Center be held responsible for losses or thefts.

1.7 The use of lockers

For security reasons, the use of a personal padlock is strictly prohibited. Only the padlock provided by the center is allowed. It is forbidden to use a locker other than the one assigned at the start of the training. In addition, if a personal padlock is used, it will be cut without notice.

Lockers are loaned to students and remain the property of the school. School authorities may at any time and without notice search the locker to verify its contents, whether the student is present or not.

1.8 Use of the identity card

To circulate inside the center, it is compulsory to wear the identity card visibly. In the event of loss, the card must be replaced immediately by the student at the applicable costs.

1.9 Parking for students

At the moment there is no more parking space available. However, your requests are kept on the waiting list, according to the eligibility criteria. If space becomes available, we will contact people at the appropriate time.

To apply, you will find the Parking contract form on the EMCM website at the following address:
<https://serveurdegouvernance.csdm.qc.ca/ecole-metiers-construction/formulaire-contrat-de-stationnement/>

2. Respect: a rule of conduct

Respecting yourself means being consistent with your commitments, assuming your responsibilities and being proud of them.

We work on self-respect when we arrive at a class dressed neatly and decently. We know that by the work clothes worn, we are identified with the center and that we must adopt a behavior worthy of the reputation of this one.

We are proud to show our commitment to take an EMMC training:

In order to prepare for work in the chosen industry and we also realize that others have their goals too. We must therefore encourage each other to walk towards these by mutual aid, listening, respect for different opinions, respect for others, tolerance, non-violence, acceptance of difference and irreproachable conduct. We act with politeness and courtesy to teachers and to all other staff.

We always respond to their requests with respect, without bad humor, even if we don't always like it. In situations where frustration is present, it is a good idea to talk to your teacher about it when the time comes. It is important to realize that you are part of a group and that teachers act according to the group and not according to individual needs.

The language used in class and for assignments is

consistent with the language of instruction. Everywhere, we take care of our language and we provide written work that is legible and flawless. You can always kindly offer help to a student who has not understood something because they have less command of the language.

Respect for occupational health and safety rules is essential throughout the center. We must act thoughtfully to protect ourselves adequately and not to harm the life and health of others. Students are expected to cooperate with center staff and adhere to the standards set by applicable laws, rules, and policies.

As members of an environmentally conscious community, students are expected to actively collaborate in common work and tasks aimed at material recovery, recycling or otherwise.

Points 2.1 to 2.11 shed more light on the rules to be observed in the center.

2.1 Respect for others

Everyone inside the Center has the right to respect. Everyone must show tolerance towards others. To ensure a pleasant living climate, students must be courteous and express themselves politely.

2.2 Politeness towards the staff of the center

It is important to accept the remarks and comments of the teaching staff aiming for desirable

improvements and a path to be adopted to achieve the skills expected by the job market. The directives of the center must be respected. Any refusal to respond to requests from center staff is punishable by sanction.

2.3 Dress code

The student must be dressed decently and neatly. Wearing work clothes related to the trade is compulsory in all theoretical and practical courses. Wearing a uniform includes work clothes and work boots.

All clothing must be identified with the center effigy (badge).

Backpacks must remain in the lockers, they are prohibited in classrooms and workshops.

2.4 Occupational health and safety

Wearing personal protective clothing or accessories is required in the workshops. These may vary depending on the trade. Wearing jewelry is prohibited. The shirt or sweater must be worn inside the pants. When required, long hair should be tied back in the workshops.

Contact lenses do not replace protective goggles or the visor when they are mandatory. Contact lens wear can be compromised by discomfort from dry workplaces or dust.

When a person wearing contact lenses is exposed to

the rays caused by the electric arc, the lenses should be removed immediately, before any change affects the cornea. Thereafter, it is strongly advised to consult your doctor before putting them back.

2.5 Respect for the language

All students at the center are invited to speak French, regardless of their ethnic origin or mother tongue.

2.6 Postings and union or employer solicitation

Construction workers are unionized workers. The construction industry experiences periods of intense raiding. EMMC students must be free from these unwanted solicitations, which must be directed strictly at workers. For all students and more particularly for former construction workers in training, any solicitation is strictly prohibited. Any form of union or employer signage is strictly prohibited inside the center.

2.7 Violence or harassment

The respect that the community wants to inspire invites us to refrain from any verbal, physical or psychological violence as well as any form of provocation and harassment. Anyone who violates this rule could be forced to stop training temporarily or permanently depending on the seriousness of the alleged offenses.

2.8 Discrimination

Any form of discrimination based on race, origin, sex or religion is not tolerated. A written commitment to non-violence must be made by each student at the start of the training.

2.9 Alcohol and drugs

It is prohibited to possess, consume, distribute or sell drugs or alcohol on the grounds, in the premises or in the building of the school establishment and during school activities.

It is prohibited to possess or consume any food that contains drugs on the grounds, in the premises or in the building of the school establishment and during school activities.

A student in possession of drugs, food containing it or alcohol on the grounds, in the premises, in the school building or during a school activity will be penalized.

It is forbidden to be on the grounds, in the premises or in the building of the school establishment and during school activities under the influence of drugs or alcohol.

A student under the influence of drugs or alcohol will be penalized.

A student in possession of drugs, a bladed weapon or any other prohibited or illegal object will be referred to the police in accordance with applicable laws.

A student under the influence of drugs or alcohol will be sanctioned. The student in possession of drugs, knife or any other prohibited or illegal object will be referred to law enforcement agencies in accordance with applicable laws.

It is forbidden to possess any accessory linked to a drugs on the grounds, in the premises or in the school building and during activities school.

It is forbidden to possess any drug-related accessory on the grounds, in the premises or in the building of the school establishment and during school activities

2.10 Smoking and vaping

Smoking or vaping is prohibited inside school or on school grounds in accordance with the Tobacco Control Act and during school activities.

3. FOR YOUR EDUCATIONAL SUCCESS

The student is primarily responsible for his learning and success. In the event of serious illness, death or for any other reason deemed valid, everything will be

done to help a student who must be absent. However, it should be noted that late arrivals and unjustified absences will have a major impact on learning and on access to certification exams.

To ensure success, precise and clear rules are applied and explained in the policy for the evaluation of learning. Some of these rules are detailed in points 3.1 to 3.10 below. For more information, refer to the policy for monitoring and evaluating learning.

3.1 Punctuality and attendance

The student is responsible for showing up on time and attending classes.

3.2 Access to exams

To be eligible for an exam, the student must demonstrate that he is able to pass it. The elements of this proof are the completion of the learning activities provided for the competency as well as the successful completion of the learning support assessments (formative). A student who has not completed their learning activities due to unjustified absences or due to learning difficulties will not be able to access the exam.

3.3 Recovery/recuperation

Recuperation periods may be prescribed for students with learning difficulties or whose justified absences jeopardize their success in the exam. A student who does not show up for the prescribed recovery may not

be admitted to the exam. It is therefore the student's responsibility to attend when summoned. In addition, when a student is summoned to recovery after failing an end-of-sanction exam, this recovery becomes mandatory to be entitled to the retake exam.

3.4 Temporary interruption of training

A student who has too many double failures or who is denied access to exams for too many skills may find himself obliged to temporarily interrupt his training.

3.5 Reinstatement following an interruption of training

Anyone wishing to return to their courses must report to the vice principal responsible for the sector concerned. She must make an appointment by contacting the secretariat.

3.6 Early departures

Early departures must be notified to the teachers concerned.

3.7 Late arrivals and absences

The absent student must call the Center to inform him of his delay or the duration of his absence. To do this, he must leave a message in the department's voice mailbox, taking care to identify himself (name and group) and identify the teacher concerned.

When he arrives late, the student must inform the teacher and justify his delay. The teacher will judge

whether the motivation is acceptable or not for the purposes of the official statement.

3.8 Return following an absence

Upon returning from a reasoned absence, the student must present his justification to the teacher concerned and then submit his motivation to the secretariat before the start of the course so that it is taken into account in his file, it is his responsibility. The supporting documents accepted are medical certificate, legal document (summons for legal affairs), death certificate, or any other document deemed acceptable by management.

3.9 Prolonged absence

Extended absences (more than 5 consecutive days) must be notified to the management of the center, otherwise the establishment could consider that the student has abandoned his training and close his file with the Ministry of Education.

3.10 The end of training

Any student who is obliged to abandon his studies must meet with the deputy director of the center to complete the departure formalities.

For all students who have successfully completed the program, an electronic statement attesting to successful completion of the program is automatically sent to the Commission de la construction du Québec

(CCQ) within 10 working days. For any student wishing to work "outside construction", he can obtain

a certificate of achievement from the center so that he can present it to potential employers. To do this, he must make a request at the service counter. This certificate will be delivered to him by post within 10 working days.

Please note that no information will be sent to the CCQ and no certificate will be produced if the student has not returned all the borrowed tools and returned his safe to the store in its original state. The student will have to pay the costs of replacing tools before the administration certifies the end of his training.

3.11 A student who obtains the grade "Failure" at a internship must repeat the entire internship.

Standards and conditions

Definitions :

What is a standard?

- It complies with the Public Education Act and the basic school regulation
- It results from a consensus and it is a common reference
- It has a prescriptive character
- It can be revised as needed

What is a modality?

- It specifies the conditions of application of the standard
- It guides evaluation strategies
- It indicates the means of action
- It can be revised as needed

1. Planning the evaluation

Standard: Planning for assessment is a shared responsibility between management and teachers.

Modalities:

1.1

The teacher presents a lesson plan to his students and makes it available.

This lesson plan informs them of the assessment procedures for learning assistance and for certification purposes.

1.2

In a context of assessment in aid of learning, the teacher informs the student of the progress of his learning by the means he will have chosen.

1.3

The teacher chooses the version of the evaluation test for the purposes of the sanction to be administered in accordance with the procedures put in place by the school team concerned.

1.4

Local examinations produced by teachers must be validated according to the process approved by the school team concerned.

2. Judgment

Standard: Judgment is based on the data collected regarding the student's learning.

Modalities:

2.1

It is up to the teacher of a skill in a given program to determine whether the student's preparation is sufficient for him to be admitted to the assessment test for the purposes of certification. If the student's preparation is insufficient, the teacher notifies the administration.

2.2

If a teacher judges that a student could endanger his or her health and safety or that of others, the teacher must prevent the student from taking his assessment test for the purposes of the sanction.

2.3

In the event of failure of an evaluation test for the purposes of the sanction, the pupil is entitled to a

retake which will take place within a maximum of three (3) months after the administration of the test.

2.4

A student guilty of cheating automatically obtains the "FAIL" grade and is entitled to his supplemental examination without recovery.

A student is guilty of cheating when:

he is deliberately helping another student;

he is deliberately receiving help from another person;

He deliberately uses electronic material or unauthorized sources of information.

2.5

A pupil who does not appear for the assessment for the purposes of the sanction receives the mention "ABSENT". The grade "failed" can only be awarded to a student who has been subject to a sanction assessment. Dropping out of a course or not taking an exam cannot justify a "failure" rating.

2.6

A pupil whose absence from an evaluation examination for the purposes of the sanction is justified is entitled to the examination.

2.7

A student whose absence from an evaluation examination for the purposes of the sanction is not justified is entitled to only one evaluation; it is up to the administration and the teacher concerned to determine whether an absence is justified.

2.8

A pupil who is late for a practical knowledge test for the purposes of the sanction may be refused access to the exam.

2.9

In a situation competency, the student is considered to have been evaluated, as soon as he has received formal assessments of his progress (work sheets, observation grids, etc.); he is then declared a failure if he abandons the course.

2.10

When a student fails the sanctioning exam:

the teacher can suggest a recovery plan.

the student is responsible for his recovery process and must comply with the plan proposed by the teacher to benefit from his right to retake the test: he must present himself on the scheduled time and dates. A student who obtains a "Fail" grade on an internship must retake the entire internship.

2.11

When a skill is an "absolute prerequisite", the student must obtain the tolerance threshold, determined by the team of teachers and approved by the administration, upon retaking, in order to continue his training. However, regaining competence is still an essential condition for graduation. If the student does not reach the tolerance threshold, he will have to re-enroll and resume the skill before continuing his training.

2.12

In the event of force majeure during an evaluation for the purposes of the sanction, it is for the administration and the teacher concerned, if necessary, to take the decisions that it deems necessary

3. Communication of results

Standard: the teacher communicates the result of an assessment to the student within the required time.

Modality:

3.1

Following an assessment for the purposes of the sanction, the result will be made available to the student within 10 working days.

3.2

Following an assessment for sanctioning purposes, the teacher must collect the candidate's notebooks and has 10 working days to enter the results into TOSCA.net and submit the assessment documents for sanctioning purposes to the 'designated place in the school

3.3

The pupil can contest his result in a test by completing the grade review request form, available at the secretariat of his program, within a maximum of 30 days following the communication of the result.

4. Adaptive measures

Standard: vocational training is accessible to students with special needs.

Modalities:

4.1

Students with special needs will be subject to the same arrangements as all students for obtaining the diploma.

4.2

The adaptation measures put in place at the time of the assessment must be used regularly by the student during the apprenticeship and their relevance

must be validated by management and the bodies concerned.

5. Quality of the language

Standard: the quality of written and spoken language is a responsibility shared by all the centre's workers.

Modalities:

5.1

Teachers inform students of technical vocabulary in the language of instruction related to the profession taught.

5.2

Teachers use quality written and spoken language.

5.3

All students are invited to express themselves in a quality spoken and written language, depending on the language of instruction of their program.

5.4

The quality of the written language in the locally developed sanction tests remains a constant concern for the writers of these tests.

Confidentiality of the tests

Standard: All center workers must take the necessary measures to keep the confidentiality of the evaluation tests for the purposes of the sanction.

Modalities:

After the administration, the tests and accompanying material (answer sheets, worksheets and evaluation sheets) should never be presented to the student.

- * CIVILITY CODE
- * WORKING TOGETHER TO BUILD BETTER
- * Context

The ÉMCM is an educational environment in vocational training where all the individuals who are there (workers / teachers / students) interact, thus creating a dynamic micro society, based on individual realities and issues. collectives. We therefore consider it important to promote positive behavior in our community and to place student success at the center of our mission.

1. Goal

Build a pleasant work and learning environment conducive to enjoyable living. This environment conducive to learning involves the practice and development of behaviors that promote communication and the search for solutions that

create a feeling of belonging and a motivating quality of life.

2. Teamwork

- Exchange, listen and accept the ideas of others
- Share ideas constructively
- Help and collaborate with his peers
- Collect and tidy up our environment

3. Opening

- Accept different opinions and ways of doing things
- Refrain from discriminatory, racist and sexist comments
- Respect cultural, ethnic and gender differences
- Demonstrate professional ethics

4. Respect

- Adhere to the guidelines of the code of conduct
- Treat others as you want to be treated
- Recognize the expertise of the other
- Preserve the environment, materials and equipment

5. Harmony

- Show courtesy
- Be respectful in my verbal and non-verbal communication

- Have a positive attitude in my relationships with others
- Offer support to anyone who needs help

6. Zero tolerance

- Abuse of power
- Intimidation
- Bullying
- Verbal and / or physical violence

TO CONTACT US

EMCM 514 596-4590

ecole-metiers-construction.csdm.ca

Accounting	poste 7801
Loans and bursary	poste 7844
Help (psychoeducation)	poste 2540
T.E.S help.....	poste 6341
Secretary.....	poste 1389
or emcm.ea@csdm.qc.ca	

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PAS DE RISQUES
À PRENDRE



Cannabis cannot do that.

**But mixing it with alcohol or other
drugs increases the negative effects.**

Quebec.ca/cannabis

Québec 

PAS DE RISQUES
À PRENDRE



Cannabis cannot do that.

But you could develop an addiction

Quebec.ca/cannabis

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