



LESTER B. PEARSON

Place Cartier Vocational Centre

STUDENT HANDBOOK 2023-2024

120 Ambassador Avenue,
Pointe-Claire (Québec) H9R 1S8
Office: 514-798-8798

www.lbpce.ca/sacc

OFFICE HOURS

Monday – Friday: 8:00 a.m. - 4:00 p.m.



Welcome to Place Cartier Vocational Centre

Centre Director	Jad Deegan
Assistant Director	Andrew Czereyski
Superintendent of Services	Barry Kagan
Guidance Counsellor	Stephanie Einagel
Pedagogical Consultant	Suzan Oliver
Office Personnel	Hitomi Nakamura

MISSION STATEMENT

At Place Cartier Vocational Centre, commitment is more than just a word – it’s a way of life. Every teacher and staff member at Place Cartier work to create an environment where the student’s well-being comes first. Recognizing the changing needs of business and industry, our staff remains on the cutting edge of industry by actively participating in trade shows, workshops and conferences, coupling their extensive experience with the latest information to ensure students are well-equipped for their chosen career. In a diverse, multi-generational context, the programs at Place Cartier are designed to encourage students to interact regularly with teachers and with each other in order to maximize their learning.

The administration and teaching staff are committed to providing students with the necessary tools and information to empower adult learners.

Place Cartier Vocational Centre aims to provide:

- Quality services to enable students to achieve success in their field of studies and in their careers;
- Learning skills that will enable students to continue their professional and personal development;
- Partnerships with related industries to promote professional standards and current “best practices” in an evolving work place;
- Liaison between the Centre, the community, and the professional realm.

Vocational Programs offered at Place Cartier Vocational Centre (PCVC):
Residential and Commercial Drafting (DVS)

DVS = Diploma of Vocational Studies (Diplôme d'études professionnelles)

DAILY SCHEDULE

Start: 8:30 am

Break 10:00 am – 10:15 am

Lunch: 11:40 am – 12:20 pm

Break: 2:00 pm – 2:15 pm

Dismissal: 3:30 pm

Please note stage time may differ and may include evenings and weekends.

FEES

Vocational Education

Tuition fees are paid by the *Ministère de l'Éducation et de l'Enseignement Supérieur* (MEES) for all Québec residents who are qualified to enter a particular program. The cost of workbooks and other course materials vary by program. While some course materials are included in the fees, students may be asked to purchase items that are related to their program of study. A materials list will be distributed during the first week of class by their teacher.

Student Letters

Letters requested by students will be provided, on average, after five working days.

Application form /Student Opus card

Application form requested by students will be provided, on average, after five working days.

STUDENT RESPONSIBILITIES

Language of Instruction

The language of instruction at Place Cartier Vocational Centre is English. Students are expected to converse in English when in class and when working on school projects with classmates.

Attendance

Regular and punctual attendance is vital to the process of learning and essential for success in a course. Appointments should be made outside of class time whenever possible.

Students should contact their teacher (by email) when they are going to be absent or will be arriving late. If unable to contact their teachers, please contact the Centre at 514-798-8798.

Absenteeism or frequent lateness during a module may result in failure in the competency/course, ineligibility to write examinations, or dismissal from the competency or program.

Evaluation of Student Learning and Performance

Evaluation is in compliance with the Standards and Procedures for the Evaluation of Learning of the Continuing Education Department of the Lester B. Pearson School Board. The evaluation of student learning and performance is designed to determine the degree to which students have met the objectives of a competency or a program.

Final evaluation will take place when the teacher deems that the student has acquired the elements defined in a particular competency. To this end, students must successfully complete the assigned learning activities.

For vocational programs, a DVS is only granted when **ALL** the learning activities and the final evaluation have been completed for all competencies.

At times, where appropriate, parts of an evaluation will take place in a real workplace situation and/or in a simulated setting. Situational competencies (those of a participatory nature) require that students be present to pass the competency.

A final evaluation is used to officially determine whether a student has developed the intended level of competency. As per the regulations of the Ministry of Education, students are not allowed to see an exam after it has been corrected.

Examinations

A. Attendance at Examinations

Students who fail to take a scheduled examination, without a valid medical or legal reason, will only be allowed one exam without a retake.

B. Cheating / Plagiarism

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

Any incidence of cheating or plagiarizing will be reported to the administration where a decision concerning suspension from studies, dismissal from the competency, dismissal from the program or any other actions will be taken.

C. Reporting of Results

All competency marks in our Vocational Programs are in a Pass or Fail form. Teachers will inform students of their results as soon as they are available.

Remediation

The objective of remedial work is to help, encourage and support the student who encounters temporary difficulties during the learning process. Remedial work is not intended to compensate for difficulties encountered by a student due to absenteeism. Remedial work may be done with a teacher, alone, or with peers.

Failure and Rewrites/Retakes

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

- student has a limited number of absences (20% or less);
- a first final evaluation has been attempted and failed;
- the remedial work given by the teacher has been completed;
- the teacher has recommended that the student 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 student will receive a **FAILURE** in a competency if he/she has failed to obtain the minimum performance standard.

Student Responsibilities (Evaluation)

Students are expected to:

- assume ownership of learning and evaluation criteria;
- attend classes daily and on time 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 tell the teacher that he/she is having difficulty;
- arrive on time and be prepared for evaluation;
- participate in evaluation honestly;
- be open to remediation if a first evaluation attempt 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 competency;

Results Review

A student wishing to have results reviewed must consult the teacher who evaluated him/her. If a teacher cannot be contacted or an agreement is not reached, the student may pursue the review further with a written request to administration. A review will not be done on an initial exam if the student received a pass on the retake exam.

Guidance Services

The Place Cartier Guidance office offers counselling and referral services as well as academic and vocational guidance to the student community. The Guidance Counsellor is available for consultation by students and staff. Appointments may be requested at Reception.

Student Ombudsman

In accordance with the Education Act, the Lester B. Pearson School Board has appointed a Student Ombudsman to help resolve grievances that students may have. Before complaints receive the attention of the ombudsman, they must go through the normal appeals process. Please refer to the School Board website: www.lbpsb.qc.ca for more information.

At the local level, students must first attempt to resolve issues directly with their teachers in a mutually agreeable way. In the event of a serious impasse, students can bring the complaint to the attention of the Centre Director.

Please note: Students 18 years of age and older must represent themselves in any proceedings brought to the Student Ombudsman.

Dismissal from the Centre

Students may be asked to leave the Centre for the following reasons:

1. poor attendance;
2. failed competencies exceeding 20% of the PROGRAM hours;
3. inappropriate or aggressive/threatening behavior of any kind; including bullying of any type;
4. alcohol or drug use;
5. possession of any weapon on school property;
6. refusal to comply with the rules or code of conduct of the Centre.

Dress Code

Where applicable, students are expected to wear the uniform assigned to the program in which they are registered. For safety reasons, shorts are not accepted in practical classes. Students are expected to dress in a respectful and appropriate manner that reflects the industry in which they will be working.

Departments set the standards for classroom / lab / stage attire based on health and safety and industry expectations. The instructor retains the right to refuse a student entry into class when dress requirements are not followed. Continued failure to comply with these rules can lead to dismissal from the program.

Smoking

Quebec legislation bans smoking on all school/Centre grounds. 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. Students must leave school property to smoke. The laws also apply to electronic cigarettes.

Use of Cannabis

Quebec has passed legislation banning the use of cannabis on all school/Centre grounds. Failure to comply may result in fines and dismissal from the Centre.

Parking Lot

The parking lot is used by all staff, students and visitors. Please respect the space allocation for each spot so all users can benefit from the facilities.

Student ID Card

A student ID card is mandatory for all students. You may be asked at any time to show your card as proof of your status as a student at PCVC. Lost cards must be reported immediately and replaced at the main office at a cost of \$5.

Food / Lunch Room

For security and hygiene purposes, food and drink are not permitted in the classrooms, shops and labs.

Due to the ongoing pandemic students are required to maintain adequate social distancing when eating their lunch or making use of the lunch area and cafeteria. Only one student is permitted per table and they must respect the indicated floor markings while using said space. Students are not permitted to rearrange furniture or move tables closer together.

Visitors

Access to the Centre is strictly for registered students. Children, friends and family members must be accompanied by a student and are not allowed to attend classes. Visitors must report to the administrative office.

Due to the COVID pandemic visitors without relevant business at the center may be asked to leave at the discretion of the administration.

Computer Labs

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

Internet Use

Students must respect the teachers' directives regarding internet use and internet research. The LBPSB Policy on Appropriate Use of Digital Communication will apply (available on the LBPSB website, www.lbpsb.qc.ca). The following offenses will be dealt with severely:

- Posting messages about others will be treated as bullying;
- Disabling software installed on the Centre's computers;
- Any action resulting in damage to hardware or software used in the Centre, including

attempting to access content related to pornography or gambling which will be treated as vandalism.

Google Classroom

Online interactions are bound by the student code of conduct found later in this document. Students are expected to keep their camera on for the duration of their class in order to verify their attendance.

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 (policy is available on the LBPSB website, www.lbpsb.qc.ca).

Cell Telephones

All students have responsibilities in terms of technology use according to the LBPSB Policy on the Appropriate Use of Digital Communications and Technologies, (www.lbpsb.qc.ca). These responsibilities include using Centre space and equipment as well as **personal devices** in an appropriate, responsible and respectful way. Students are expected to follow the rules and regulations regarding cell phone use determined by his/her teacher. Failure to follow these rules and regulations may lead to disciplinary measures being taken.

Commission des normes, de l'équité, de la santé et de la sécurité du travail (C.N.E.S.S.T.)

Students on a non-remunerated stage in industry are covered by the C.N.E.S.S.T. However, all students attending the Centre are encouraged to purchase individual accident insurance. Students on *Emploi Quebec* must address C.N.E.S.S.T. claims to their agents.

All accidents occurring 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 available at the office.

Transcripts

Results are transmitted to the Ministry at the end of each competency. Official transcripts are issued throughout the year from the Ministry at regular intervals. The transcript lists the competency in which the student was registered, and the final result obtained. When students pass a rewrite, the failure that appeared on a transcript will be removed and only the final pass will be shown on the official document.

Graduation Ceremony

Due to the ongoing COVID pandemic information regarding graduation ceremonies will be announced closer to the expected date in keeping with official guidance from Public Health and the Ministry of Education.

Emergency Closures

Any decision regarding the closure of school due to adverse weather conditions will be made before 6:30 am. The following stations will broadcast the appropriate message: CBM, CJAD/CHOM, CFCF and RDI/CBC/CBF. The Lester B. Pearson School Board will send students an email at their Lbpearson.ca address (school email). Students are responsible for checking their school email and Facebook page. If there is no announcement, the Centre is open, and classes will be held.

Emergency / Fire and Evacuation – Procedures

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

False setting of the fire alarm or refusal to evacuate is illegal and may result in serious fines and possible dismissal from the Centre.

There is absolutely no smoking or cell phone use allowed at this time. Students must remain quiet so that emergency instructions can be heard. Teachers will take attendance outside at the gathering point after the evacuation. No one is to re-enter the building until instructed to do so by the administration.

Lock-down Procedure

1. Following a Code Red alert, stay extremely quiet.
2. Turn off cell phones.
3. Stay low and away from doors and windows and out of sight.
4. Wait for the teacher's instructions.

Safety and Security

Students using special tools, instruments and equipment for each program are expected to do so while respecting the proper method of operation to avoid accidents or damage to equipment.

Medication and Emergency Policy

The staff at PCVC will not distribute or administer medication of any type to students. Students under a physician's care, who must take prescribed medications, are responsible for their regimen. Students with severe allergies are to carry an epipen and to advise their teacher of their allergies should a situation arise, and they are not able to administer it themselves.

Students are advised that they should carry their medicare cards with them while on Centre premises. We have been advised by Medical Services (Urgences-santé) that this will speed up emergency procedures in the event a student needs to be treated.

First Aid and Emergency Responders

In the event medical help is needed, please inform the main office so that a first aid responder can be called.

Accident Reports

All students must fill out a health record form indicating a contact number and person to call in case of an emergency. Regardless of its severity, an accident report must be filled out the same day of an accident by the supervising teacher and returned to the administration. Witnesses and immediate supervisors will be required to validate the circumstances for School Board records. This procedure applies for internship as well as the additional employer's C.N.E.S.S.T. forms.

Medical Emergencies (Urgences-santé) Policy

The Centre Administration has the obligation to call Urgences-santé whenever a student needs medical attention. The student has the right to refuse medical attention once the response team arrives and must sign to this effect. Should the student be taken to a medical facility, the student will be invoiced for the service. The Centre or the School Board is not liable for the charge.

Code of Conduct

At registration, students are asked to sign a form indicating that they are aware of the expected conduct within the Centre and that they are responsible for familiarizing themselves with all the LBPSB's policies, which are available on the LBPSB website:

www.lbpsb.qc.ca

HEALTH & SOCIAL PROGRAMS SERVICES

Need help? Contact one of these emergency resources		
CLSC de Pierrefonds	514-626-2572	6am – 8pm
Sexual Assault Centre	514-933-9007 www.cvasm.org	24h / 7 days
Suicide Action Montreal	1-866-277-3553 suicideactionmontreal.org	24h / 7 days
Drug Help and Referral Montréal	514-527-2626 www.drogue-aidereference.qc.ca	24h / 7 days
CRD Foster – Alcohol, Drug and Problem Gambling	514-486-1304 www.crdfoster.org	
Gambling Help and Referral Montréal	514-527-0140 www.jeu-aidereference.qc.ca	24h / 7 days
Gay Line	514-886-5090 www.reisa.ca	
S.O.S. Conjugale Violence	1-800-363-9010 www.sosviolenceconjugale.ca	24h / 7 days
Montreal Information and Referral CENTRE of Greater Montreal (shelter, food etc.)	514-527-1375	5 days
Pregnancy Hotline	514-271-0554 www.grossesse-secours.org	24h / 7 days
Écoute Entraide (Depression)	514-278-2130 www.ecoute-entraide.org	8am – 12am / 7 days
Eating Disorders ANEB	514-630-0907 www.anebquebec.com	8am – 3am / 7 days
Self-Injury Outreach and Support	www.sioutreach.org	



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2023-2024

Continuing Education Sector /
Formation Continue

2023

JUILLET / JULY				
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				

AOÛT / AUGUST				
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	

SEPTEMBRE / SEPTEMBER				
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

OCTOBRE / OCTOBER				
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	31			

NOVEMBRE / NOVEMBER				
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	

DÉCEMBRE / DECEMBER				
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

2024

JANVIER / JANUARY				
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		

FÉVRIER / FEBRUARY				
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	

MARS / MARCH				
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

AVRIL / APRIL				
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			

MAI / MAY				
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

JUIN / JUNE				
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

School Board Shutdown July 24 -August 4

17 Holidays

4 Board-level ped day

5 Centre-level ped day

Teachers' Convention

5 Non-teaching days

Convocation