

“The Pearson Electrotechnology Centre (PEC) prides itself in providing a safe learning space valuing equity, diversity, and inclusion - where everyone can be their authentic selves”.

#BeHERE #BeYOU #BELONG

For more information please refer to the [LBPSB Safe and Caring schools policy](#)



At the Pearson Electrotechnology Centre we prepare students to enter the workforce. Our partners & internship (stage) hosts expect graduates to behave professionally: to arrive on time every day, be respectful team players, who follow directions and have the necessary skill level to safely and competently complete their tasks. For this reason, we enforce the same high standards of professionalism required by our industry partners and expect all students to make a committed effort to learn the information and acquire the skills they are being taught.

All students registered at the Pearson Electrotechnology Centre must abide by the Professional Code of Conduct as well as the policies contained in the electronic PEC Student Handbook located in your Google Homeroom. Please note that classroom schedules are posted in your Google Homeroom. It is your responsibility to regularly check your schedule as changes may occur due to unforeseen circumstances.

UNIFORM

- It is **obligatory** for students to always wear their uniform (PEC polo and PEC hoodie) in the Centre.
- Wearing the PEC uniform:
 - demonstrates students' ability to adhere to a dress code (industry standard)
 - is a security measure as it identifies PEC students vs. visitors
- The PEC telecom, electricity, comp support student, IDD program uniform is comprised of:
 - PEC polo MANDATORY (color according to program)
 - PEC Hoodie only the hoodie is permitted to wear over polo (color to according to program)

As we are a professional training centre whose mission is to prepare for the workforce industry, the following are not permitted in labs:

- NO SWEATPANTS
- NO SHORTS above the knee for men and women
- NO OPEN SHOES OR SANDALS
- NO HATS OR CAPS IN CLASS
- NO TANK TOPS (men & women)
- NO FLIP FLOPS

All students registered in Electricity, Telecommunications and IDD program must wear safety equipment to practical classes (helmet, safety shoes, safety glasses and gloves) when required. Students with long hair must tie up their hair when working with tools and equipment. Please note that the teacher retains the right to refuse entry into class/lab when the student does not have the required personal protection equipment.

PARTICIPATION in LEARNING ACTIVITIES

- When students register for a program or a competency, they are registering for the entire learning package. In fairness to all students, long-term accommodation for late arrival or early departure is not permitted.
- In the case of chronic medical issues it is the student's responsibility to contact the centre director or the assistant centre director by email to discuss the situation.
- Students are expected to complete all learning activities (assignments, quizzes, formative assessments and labs as indicated in the course outline) as a demonstration of understanding and acquired learning. Students who



do not complete these assignments may be withheld from the scheduled evaluation until all work has been properly completed.

- Regular class participation is vital to the learning process and essential for success in a course. To increase the likelihood of success, the teaching staff, are dedicated to monitor the students' learning in order to provide regular feedback on the attainment of concepts as the module is taught.
- Please refer to the **PEC Evaluation Procedure Policy (located in the Student Handbook in your Google Homeroom)** regarding reintegration or retaking a module. **Administration must approve the reintegration. All requests of this nature must be made to the assistant centre director Ms. Demi Galanomatis.**

PARTICATION in EVALUATION PREPARATION (Student's roles and responsibilities)

1. Is responsible for their learning and participates in the evaluation of their progress towards developing the necessary competencies.
2. Demonstrates that they have acquired the competency required before taking the exam for certification purposes.
3. Could request a review of the marking of an examination, or part of it.
4. Is entitled to retake an exam that they failed. The student is subject to the requirements of the authorized centre and to the certification rules in force at the time they retake the exam.

EVALUATION (Code 1) – 1st attempt at exam

- All modules have a final summative examination.
- All students registered in a DEP program must present themselves to **All** scheduled exams.
- Students who fail to take a scheduled final summative examination (Code 1) without a validated (by the centre director) medical or legal reason will not be entitled to a retake/rewrite exam (Code 8).
- Failure to present yourself repeatedly to scheduled exam(s) without legal or medical justification may result in dismissal from the program. Administration must approve the legal or medical justification. **All requests of this nature must be made to the assistant centre director Ms. Demi Galanomatis.**

EVALUATION RETAKE (Code 8) – 2nd attempt at exam

- A student who has failed the final evaluation (Code 1) may be allowed **ONE** rewrite/retake exam (Code 8) under the following conditions:
 1. The student has correctly completed the assigned remedial work
 2. Remedial work has been submitted by the assigned due date
 3. Remedial work may be done with a teacher, alone, or with peers.
 - *Remedial work is not intended to compensate for difficulties encountered by a student due to absenteeism. Please see PEC Evaluation Policies in the Student Handbook in your Google Homeroom

Absenteeism of 20% or more MAY result in a student not being allowed a Code 8 re-take evaluation.
Administration will make the decision.

PROGRAM STANDING

- Students who are repeatedly unsuccessful in their modules/evaluations will need to meet with the assistant centre director Ms. Demi Galanomatis to discuss their standing in the program

REINTEGRATION

- Students who have not been successful in both their Code 1 and Code 8 exams must retake the module in its entirety. Students will only be considered for reintegration once they have completed their program hours. Reintegration means that the length of the program will be extended.
- Up to a maximum 20% of the total program hours will be covered by the MEQ. Beyond those hours, students will be required to pay the fees set in accordance with the MEQ regulations.
- Reintegration is conditional upon the following:
 - Students have met with administration and have been approved for reintegration
 - Scheduling conditions allow for reintegration and availability in the cohort
- **All requests of this nature must be made to the assistant centre director Ms. Demi Galanomatis.**

CHEATING/PLAGERISM

- Student caught cheating (includes but not limited to, the use of a prohibited cellular device, unauthorized use of cheat sheets or notes, speaking during an exam or copying from another student's exam answers) during the exam automatically fails the examination. Refer to the PEC Student Handbook/PEC Evaluation Procedures for the academic consequences of cheating.
- Situational evaluations requiring the submission of a student, written report to pass the competency: the student's work must be of their own writing/product as an original work. Refer to the PEC Student Handbook/PEC Evaluation Procedures for the academic consequences of cheating.

INTERNSHIP (STAGE) ELIGIBILITY

- Students must have **successfully completed ALL modules** to be eligible for their final internship/stage.

HEALTH & SAFETY:

- Students must follow Health and Safety regulations in the classrooms and labs as per their program and teacher's directions.
- This includes the wearing of all protective equipment (steel toe shoes, goggles, hardhat etc.)
- Teachers reserve the right to refuse entry to students who do not comply.

CLASSROOM/LABS:

- Teachers reserve the right to refuse entry to students who do not comply with the teacher's directives regarding safety protocols, e.g., proper and safe handling of machines, tools, etc. failure to have proper PPE.
- The aim of your program is for you to learn to be a professional in your industry. As such, students are expected to behave in their classrooms & labs as they would in their future worksite.
- Students are expected to behave in a professional manner at all times and follow their teacher's directives as well as that of the student supervisor.
- Bullying, threats of any nature, condescending remarks will NOT be tolerated. For more information please refer to the [LBPSB Safe and Caring schools policy](#).
- Students are responsible for keeping their workstation/classroom tidy.
- Due to limited space backpacks/schoolbags are not permitted in classrooms and labs.
- Students must store their personal belongings in their assigned lockers.
- Food/drinks are not permitted in labs.

ELECTRONIC DEVICES

- Students may not use electronic devices (i.e. camera phones, recording devices, etc.) to record other students or teachers unless the individual has given their permission.
- NO CELL PHONE USE IN CLASS, unless authorized by the teacher.



- Respect for others extends into students' communications with each other and with staff on-line.
- For more information please see the [LBPSB Appropriate use of Digital Resources and Technologies Policy](#).

SOCIAL MEDIA

- With your future professional reputation in mind, it is advisable to demonstrate best practices and appropriate etiquette on social media. Make sure to protect your privacy, and your personal information. Always interact with respect for others while posting or sharing online.
- For more information please see the [LBPSB Appropriate use of Digital Resources and Technologies Policy](#).

LBPEARSON EMAIL:

- All students have an lbpearson email account and access to Google for education products. Emails must be checked daily. Any notices about school closures, communication with administration or teachers must be done via lbpearson email accounts. **Your username and password = WIFI access.**
- For more information please see the [LBPSB Appropriate use of Digital Resources and Technologies Policy](#).

SMOKING:

- Students cannot smoke on PEC property (soccer field, parking lot, inside their car) or inside the Centre.
- Students may face fines by the Service de Police de la Ville de Montreal. (S.P.V.M.)
- For more information please see the [LBPSB Policy Concerning Tobacco, Drugs and Alcohol](#).

ALCOHOL & CANNABIS & ILLEGAL SUBSTANCES & GAMBLING

- Are not permitted in the Centre
- Students who are intoxicated or appear to be under the influence will be sent home and required to meet with administration before reentering class.
- Please refer to the PEC Student Handbook located in your Google Homeroom
- For more information please see the [LBPSB Policy Concerning Tobacco, Drugs and Alcohol](#).

CHILDREN/YOUNG KIDS:

- 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.

LOCKERS:

- Lockers are on loan to students and remain the property of the centre. The centre administration/or police may at any time search a locker to verify the contents without any notice or consent.
- Please note that students who are no longer registered in a program at PEC will have to empty their locker within 72 hours. If this is not done the Centre reserves the right to cut the lock, dispose of the contents and reassign the locker.

BORROWING EQUIPMENT/MATERIALS FROM THE CENTRE /STORE

- Students **MUST** present their PEC I.D. cards to borrow materials/equipment from the store
- Students are 100% responsible for the equipment/material they borrow from the store
- Students who fail to return the materials/equipment they borrow or return them in a damaged/unusable condition will be responsible for full replacement costs.



COVID 19 PROTOCOLS:

Several conditions must be met to ensure control of COVID - 19 in Quebec. Our vocational training centres must act as responsible institutional citizens and apply these guidelines. Failure to comply with these conditions could lead to a significant increase in cases and therefore the possibility of reviewing the strategy for reopening vocational training centres.

- Students entering the building are healthy;
- Students feeling unwell at any time should immediately report this to their teacher as well as the main office.

N.B.:

- Please refer to your PEC Student Handbook for more information on our policies. 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
- When any of the above is not respected, disciplinary action and/or immediate dismissal from the program will ensue.

I, _____, have read and understood and agree to abide by the PEC Professional Code of Conduct (The PEC Code of Conduct is extracted from the PEC Student Handbook) and I have access to the PEC Student Handbook via my Google Classroom including all information related to COVID 19 protocols. I agree to respect all conditions and I am fully aware of the consequences of not respecting them.

Student Name

(PRINT BLOCK LETTERS)

Program

Date

Student Signature