

CENTRE DE FORMATION PROFESSIONNELLE

LAURIER MACDONALD

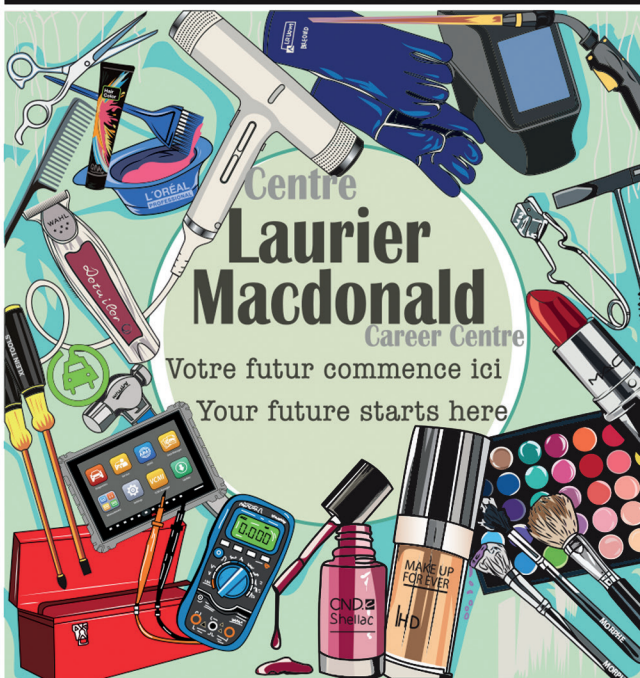
VOCATIONAL TRAINING AND CAREER CENTRE



2023-2024

LMACCAREERCENTRE.COM
5025 RUE JEAN-TALON E.
(514) 374-4278

- ESTHÉTIQUE / AESTHETICS
- COIFFURE / HAIRDRESSING
- SOINS DE BARBE ET
TECHNIQUES DE COUPE /
BARBERING
- ÉPILATION / HAIR REMOVAL
- MÉCANIQUE DE VÉHICULES
ÉLECTRIQUES / ELECTRIC
VEHICLE MECHANICS
- MÉCANIQUE AUTOMOBILE /
AUTOMOBILE MECHANICS
- ESTHÉTIQUE DE
L'AUTOMOBILE /
AUTOMOTIVE DETAILING
- SOUDAGE - MONTAGE /
WELDING AND FITTING



Adult Education &
Vocational Services



Commission scolaire English-Montréal
English Montreal School Board



2023-2024

CALENDRIER SCOLAIRE - SCHOOL CALENDAR



Commission scolaire English-Montréal
English Montreal School Board

July 2023						
S	M	T	W	T	F	S
						1
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30	31					

August 2023						
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September 2023						
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October 2023						
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November 2023						
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December 2023						
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31						

January 2024						
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February 2024						
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March 2024						
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April 2024						
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May 2024						
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June 2024						
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30						

 Summer Shutdown

 March Break

 Fixed Professional Days
Selected by School Board

 Moveable Professional Days
Selected by Centre

 Holidays



Commission scolaire English-Montréal
English Montreal School Board

LAURIER MACDONALD CAREER CENTRE

Jean-Talon Main Campus

5025 rue Jean-Talon E.
St. Leonard, Québec, H1S 3G6
(514) 374-4278 Fax: (514) 374-4403

Des Grandes-Prairies Campus

6065 Boulevard Des Grandes-Prairies
St. Leonard, Québec, H1P 1A5
(514) 327-8787 Fax: (514) 327-8282

Visit our website: www.lmaccareercentre.com

STUDENT HANDBOOK

2023-2024

This agenda belongs to:

Name _____

Address _____

City/Town _____ Postal Code _____

Phone _____

Program _____

MISSION STATEMENT

Laurier Macdonald Career Centre (LMCC) strives for excellence in providing professional skills required in the automotive, welding, and beauty industries. The team is committed to offering cutting-edge programs delivered by respected industry specialists ensuring a safe, hands-on, supportive, and contemporary environment for every student.

GOVERNING BOARD

On July 1st, 1998, an act to amend the Education Act, Bill 180, paved the way for the creation of governing boards in educational establishments throughout Québec. A governing board is a body established in each centre according to the Education Act. It is composed of students, teachers, representatives of both the non-teaching professionals and support staff, representatives from business and socio-economic and community groups. In vocational education centres, parents of minor students are also included in the composition. These groups work in partnership to ensure that all students receive the best possible learning opportunities.

CENTRE HOURS

The Centre is open from 8:00 am – 10:30 pm

OFFICE HOURS

The office is open from 8:00 am – 10:00 pm

DAILY SCHEDULE	
Jean-Talon Campus & Des Grandes-Prairies Campus	
5025 rue Jean-Talon Est & 6065 Boulevard des Grandes-Prairies	
Day	Evening
8:25 am - 9:55 am	5:00 pm - 7:30 pm
9:55 am - 10:10 am Break	7:30 pm - 8:00 pm Break
10:10 am - 11:40 am	8:00 pm - 10:30 pm
11:40 am - 12:30 pm Lunch	
12:30 pm - 2:00 pm	
2:00 pm - 2:15 pm Break	
2:15 pm - 3:45 pm	

POLICIES AND PROCEDURES

ATTENDANCE

Students must attend class regularly to acquire the theoretical and practical knowledge and skills required to achieve their learning objectives for each competency.

- Regular attendance is a vital component for success. Students must be prepared to justify any absence. A student is required to email the teacher by 8:00 am on the day of absence. It is the student's responsibility to discuss with the teacher any class work missed during their absence.
- Students who have had chronic absences will be obligated to sign an Attendance Contract in order to continue in the program. Any breach of contract conditions can result in their deletion from The Centre. **Any student who is absent for five consecutive days, without valid justification, may be deleted from their program.** It is strongly recommended that medical or personal appointments and vacations be scheduled outside of class hours.

ELIGIBILITY FOR EXAMINATION

Only registered students who meet the criteria based on attendance, performance and participation will be allowed to write summative examinations.

Administration, in collaboration with the teachers, will determine if students who do not meet the criteria will need to reschedule their exams or redo the module in its entirety.

LANGUAGE OF INSTRUCTION

Evaluations for certification purposes are completed in the English language without the use of a translation tool or translator. Students are expected to be proficient and autonomous to succeed.

COMMUNICATION

Microsoft TEAMS is the EMSB online tool for communications. All LMCC students will be using TEAMS as their communication and document sharing platform. Students will receive an EMSB email and password and are accountable to check for all messages, announcements and emails from The Centre and Board.

Please be reminded that students are to respect the EMSB email agreement signed at the time of registration.

ABSENCES, LATES, AND DEPARTURES FROM EXAMINATIONS

Candidates who are absent without an authorized reason from a Ministère de l'Éducation du Québec (MEQ), or from a locally prepared, summative examination, will be assigned an ABS (absent) on their Statement of Marks for the corresponding examination. The student may register for another examination session but will forfeit the right to a rewrite. The Centre Administration must be consulted.

Candidates who have been excused from writing a MEQ, or a locally prepared, summative examination will be registered for another examination session and will maintain the right to a rewrite.

Authorized reasons:

- Serious illness or accident confirmed by medical report or certificate;
- Death of a family member;
- A court summons (presence required in court);
- A delegate to an authorized event (of an international, national, or provincial scale such as a convention, sports meet, or artistic event).

AUTHORIZED REWRITE FOR AN EXAM

Candidates who fail an examination will be permitted to have one authorized rewrite per module. In order to be eligible for a rewrite, a student must attend the entire allotted remediation period. Marks of a passing grade or higher will grant students with full credits for the module. If the mark is below a passing grade, the student will have to register for that module and follow it to its entirety.

Exams are written at the end of each module throughout the program. The result will be either “SU” (pass) or “EC” (fail).

Students are not permitted to enter the exam room after 30 minutes from the start of the examination. Students must leave the classroom once the exam has been handed in and may not edit the exam again.

EXAMINATION REREADS

A student may ask for a revision of their examination mark, however, a written request will need to be submitted to the principal of The Centre within (30) thirty days of the publication of the results. LMCC will charge a service fee of \$20 for rereads.

INTERNSHIP

All students are required to do a mandatory internship in order to graduate in the following programs: Automobile Mechanics (3 weeks), Welding & Fitting (3 weeks), Hairdressing (3 weeks), Aesthetics (2 weeks) and Automotive Detailing (2 weeks).

All competencies need to be completed successfully to participate in the internship. Each student is required to find their placement for the module “Entering the Work Force”. All placements must be approved by The Centre. The Centre may provide support for those who require it.

Failure in an internship will require the student to complete an additional internship according to the format determined by The Centre.

VACATIONS

The Centre urges all students to consult the school calendar when planning their vacations. **No vacations will be approved during the regular school calendar.**

DRESS CODE

Each program has a uniform, personal protective equipment (PPE), and name tag which is specific to its career. In order to ensure professionalism and safety, it is mandatory that the uniform be clean and worn daily. Any student who does not conform to this regulation can be refused entry to class and be sent home to get their uniform. Students are required to wear their mandatory personal protective equipment (PPE) at all times. CSA approved safety boots must be worn in the workshops at all times. * **Students are not permitted to wear hoodies, jogging pants, shorts, crop tops or tops with inappropriate language.***

PROFESSIONAL COMPORTMENT

Laurier Macdonald Career Centre students are expected to demonstrate a mature and responsible attitude at all times and work towards creating the best environment possible.

CARE OF SCHOOL PROPERTY

Laurier Macdonald Career Centre staff and students share the responsibility of maintaining the cleanliness of the school building, including the classrooms, desks, cafeteria area, and the exterior school grounds. Students will be financially responsible and subject to disciplinary measures for any damages of school property.

ISSUANCE OF DIPLOMAS

The Ministère de l'Éducation du Québec is responsible for the issuing of diplomas. The transcripts of marks and the attestation of equivalencies are issued by the Direction de la Sanction des Études.

DVS (DEP in French): The Diploma of Vocational Studies, or DVS, is a diploma that is sanctioned by the government. A DVS certifies that a student has successfully completed a vocational program. Upon completion of a DVS, one can also choose to pursue studies in an Attestation of Vocational Specialization, (AVS).

AVS (ASP in French): The Attestation of Vocational Specialization, or AVS, is a diploma issued by the Ministère de l'Éducation du Québec after successful completion of a training program aimed at improving skills or specialization in a given trade. To be eligible for this training, one must have a Diploma of Vocational Studies (DVS) or be working in a trade in connection with the program of study.

STC (AEP in French): The Skills Training Certificate, or STC, is a short-term qualification training that is developed, offered, and sanctioned by a school service centre, an English-language school board or a special-status school board with the authorization of the Ministère de l'Éducation du Québec.


CODE OF CONDUCT

Any student who violates School Board or Centre policy will be subject to disciplinary action, which may include: an interview with an administrator, referral to counselling or a treatment program, suspension or expulsion from The Centre.

- **Cheating and plagiarism will not be tolerated.** Students caught cheating will automatically fail the exam. In addition, plagiarism and cheating is punishable by suspension or expulsion.
- Students must respect The Centre's bell cycle indicating the beginning and end of class, break and lunch periods.
- **Eating is not permitted in all classes, workshops, locker areas, hallways or in the computer laboratories, except for the cafeteria.**
- **Only sealed reusable drinking containers may be used. Disposable coffee cups or plastic water bottles are not permitted.**
- Students caught speeding in the school zones and parking lot will no longer have access to the parking lot.
- Students parked in the staff parking lot will have their vehicle towed at their own expense.
- Students are responsible for returning all materials used in classrooms or workshops. Tools signed out or loaned cannot be taken outside the building. Students will be held accountable for damaged or lost items.
- Outside of regular class time, students must have permission from The Centre Administration and/or teacher on duty to use computers.
- After every class, computers must be turned off, chairs pushed under the desk and the computer station area left neat, and clean.
- All workstations, tools, carts, and trolleys must be cleaned and disinfected after each use.
- All jackets, boots, knapsacks, bags, and other items not required for the module must be placed in the student's locker.
- Manuals and/or textbooks cannot be photocopied.
- Students may not work on personal projects unless given permission by the teacher or person in charge.
- Only software related to the current module is to be used.
- Under no circumstances should wires, monitors, or other hardware be attached or detached by students.
- Before printing any school documents, students must get the teacher's authorization.
- Under no circumstances should the students use the teacher's workstation.
- Students must not use the classroom to perform tasks without the presence of a teacher.
- It is illegal to make copies of any software, use any unauthorized software, load any software on to the computer, or spread a computer virus.
- Apart from any legal action that might arise from illegal acts, LMCC reserves the right to discipline any student involved in such unauthorized actions.

POSSESSION AND/OR CONSUMPTION OF CANNABIS

Vaping and cannabis is prohibited at all times inside The Centre or on the school grounds. Please see excerpt below.

 Commission scolaire English-Montréal English Montreal School Board		
POLICY:	POLICY REGARDING THE POSSESSION AND/OR CONSUMPTION OF CANNABIS	CODE : HR-18
Origin:	Human Resources Department	
Authority:	18-12-19-15.2	
References:	Refer to section "Legal Framework"	

NOTE: The masculine gender, when used in this document, refers to women, men or others. No discrimination is intended.

DEFINITIONS

In the present policy:

1. **"Recreational cannabis"** refers to any form of cannabis use which is not prescribed by a doctor for medical purposes. "Recreational cannabis" includes namely fresh or dried cannabis, cannabis oil, cannabis plant seeds and cannabis plants that can be taken by smoking, drinking, eating, vaporizing or vaping;
2. **"Establishments"** refer to all grounds, premises and buildings of the EMSB, such as its schools providing elementary and secondary education, its Adult Education and Vocational Centres as well as its Administration Building;

RECREATIONAL CANNABIS

1. Possession and/or consumption of recreational cannabis is strictly prohibited to any person present in any EMSB establishments;
2. Furthermore, possession and/or consumption of recreational cannabis is strictly prohibited to any person performing his duties as representative of the EMSB (namely as elected representative, employee, intern and/or volunteer);
3. Finally, possession and/or consumption of recreational cannabis is strictly prohibited to any person driving or having the care and/or control of a vehicle owned, rented or otherwise used by the EMSB, its students and employees;

SMOKING

Smoking anywhere on premises is prohibited at all times. This includes cigarettes, vaping and cannabis. Government Smoking Officials randomly and anonymously patrol schools (as well as other establishments) and will fine the students (or anyone else) personally for an infraction. Fines between \$250 to \$750 may be issued under the Act.

Quebec.ca/tabagisme <https://encadrementcannabis.gouv.qc.ca/>

ALCOHOL AND DRUGS

No student may be in possession or under the influence of illegal or non-prescribed drugs or alcohol in or on The Centre grounds or at Centre-sponsored functions. Any infraction will be considered serious and will result in the immediate implementation of The Centre and Board policies dealing with student discipline.

VIOLENCE AND WEAPONS

The EMSB works hard to ensure that our schools are a safe place for students. Board policy states that violence of any kind will not be tolerated. Any form of violence or intimidation that threatens the health, safety and welfare of students is not acceptable. Violence includes verbal, written or physical threats; bullying, fighting, and emotional and/or sexual abuse. Weapons are defined as anything that is used with the intent to harm or frighten someone. Students are not permitted to have weapons. Any student found with a weapon, involved in a violent act, or soliciting others to commit an act of violence will be immediately expelled.

At LMCC, respect for oneself, others and the environment is a priority. Everyone has the right to be treated with respect, regardless of gender, age, ethnicity, religion or sexual orientation, hence, no form of violence will be tolerated. This includes but is not limited to:

- Verbal and psychological abuse: threat, intimidation or humiliation against a peer or adult;
- Non-verbal violence or intimidation: any racist, homophobic and sexist external signs, whether involving the supremacy of one group or individual over others;
- Physical violence: shoving, fighting, extortion (taxing) and theft;
- Harassment: unwanted sexual or homophobic gestures, words or attitudes that can cause discomfort.

Anyone who does not comply with this directive, will be referred to the administration and disciplinary action will be taken.

EMERGENCY CLOSURES

If the Centre is closed for any particular reason, announcements will be made on radio stations and through the English Montreal School Board and LMCC social media in the early morning or late afternoon. The announcer may not refer to LMCC specifically, but rather to schools under the EMSB jurisdiction.

LMCC FIRE DRILL AND EVACUATION PROCEDURE

All students and staff must immediately evacuate the building whenever the fire alarm sounds, or when instructed to do so by a staff member. When evacuating the building, staff and students should follow these instructions: Calmly and quickly exit the building. Close the classroom doors upon exiting. No running and/or yelling. The group should remain with the teacher outside, in the designated area, in an organized manner. Attendance must be taken. Students must wait for further instructions.

I.D. CARDS

In order to maintain the safety and security of all students and staff at The Centre, the students are required to carry their identification cards (ID) at all times. Students will also need their ID cards to sign out tools and equipment during the workshop period.

CELL PHONES

Cell phones should not be used in the classroom for personal use. Emergency situations should be discussed with the teacher and administration. **TEACHERS RESERVE THE RIGHT TO COLLECT CELL PHONES DURING EXAM PERIODS AND RETURN THEM TO STUDENTS WHEN THE EXAM IS OVER.** It is prohibited to record or videotape any part of a lesson without first obtaining permission from the teacher. This also applies to taking photographs during class time.

CIRCULATION IN THE CENTRE

LMCC students should not be loitering in the corridors during class time. Students should adhere to their timetables. LMCC Main Campus shares a building with the LAURIER MACDONALD High School. Given this situation, LMCC students must remain on the Vocational side of the building at the Jean-Talon Main Campus.

ENTRANCE AND EXIT

Students at the Main Campus are requested to use the designated Vocational Education entrance and exit on Jean-Talon Street. At dismissal, the students are asked to exit the building as quickly as possible. **Students are not permitted to enter or exit from the high school entrances.**

CAFETERIA SERVICES

The cafeteria service at the Main Campus is available to students in the morning from 9:55am to 10:10am, and lunch time between 11:40am - 12:30pm **ONLY**. There is no cafeteria service at the Des Grandes- Prairies Campus.

VENDING MACHINES

Vending machines are available for students to use during their coffee and/or lunch breaks only. Vending machines must not be used during class times. Students are not to tamper or damage the machines. Should you experience any problems with receiving food or beverages, please report this to the main office and the company will be notified.

LOANS & BURSARIES

All full-time students, who meet the requirements, are eligible to apply for Loans and Bursaries. You should consult with the Academic Advisor. **Please note: Regular attendance is required and monitored.** Absences can have significant financial implications leading to the loss of funding.

STUDENT SERVICES

LMCC Academic and Vocational Counsellors offer services to assist students to obtain overall program success and help students be better prepared to meet their career goals upon graduation.

Educational:

- Course planning leading to graduation, Post-DVS education and employment.
- Arranging assistance for students experiencing academic difficulties.
- Providing scholarship information and applications.

Career:

Personal exploration of interests, abilities and the decision-making process as it relates to individual career choices.

Personal:

COMMUNITY SUPPORT SERVICES

Tel Aide	(514) 935-1101
SOS Violence Conjugal (Domestic Violence)	(514) 873-9010
Suicide Action	(514) 723-4000
Local Welfare Office	(514) 872-3188
Montreal Women's Centre	(514) 842-4780
AIEM Service Pour Immigrant	(514) 723-4939
Sun Youth	(514) 842-6822
Face to Face	(514) 934-4546
Tandem Montréal Ahuntsic- Cartierville	(514) 335-0545
NDG Food Depot	(514) 483-4680
Head and Hands	(514) 481-0277
Arnold Bennett Housing Hotline	(514) 488-0412

LOCKERS

- Lockers are the property of the school. Students are responsible to purchase a lock and place it on the assigned school locker. The student cannot change the locker as each number is assigned to a student.
- Jackets, boots, and school bags must be kept in the locker.
- When a student leaves LMCC, they must remove the lock and empty the locker. Failure to clear the locker will result in the confiscation of its contents.
- The contents of the locker and the lock must be removed for the summer closure. The Centre will not be held responsible for any items left behind.
- The Centre is not responsible for any lost or stolen items on the premises.

CHANGE OF ADDRESS

If the student's address, home telephone number, or cell number changes at any time during the year, it is the student's responsibility to inform the office as soon as the change occurs. This will help The Centre keep its records and files updated and enable The Centre Administration to reach the student without difficulty.

TAX RECEIPTS

Students in full-time study for a specified length of time are entitled to tax receipts for income tax purposes. The School Board or The Centre will mail the necessary tax slips directly to the students. Students registered for Loans and Bursaries will also receive tax slips in their AFE portals. It is essential that the student's file is updated with any changes.

RECYCLING

Students and staff at LMCC are encouraged to recycle all possible materials.



FEE POLICY

A student who registers in any program at Laurier Macdonald Career Centre, must pay the fees in full, prior to starting the class.

The refund policy applies to all programs offered at Laurier Macdonald Career Centre

A full refund will only be given, if the program, has been cancelled or postponed. The in-house comparative evaluation fee of \$50 is non-refundable, if applicable

If you register for a program and cancel your registration at any time prior to the first day of classes, fees for the first semester will be forfeited **(\$90)**.

After 5 consecutive absences, without a medical note, a withdrawal from The Centre will occur. A refund will be given for the remaining semester(s).

If you withdraw from The Centre after classes have begun, you will only be entitled to a refund for the remaining semester(s), not for the course materials, uniform or kit.

If you return and continue the program, a re-instatement (Special Schedule) fee of **\$40** applies. Note that an additional registration and activity fee might be required if additional semesters are needed.

If you register during the current school year in any Adult/Vocational Centre of the English Montreal School Board, a **\$50** credit will be applied towards the **service fee ONLY**. You must bring your original registration form from the school, in order for the credit to apply.

Please Note: A refund will only be issued, if all the proper procedures have been followed:

- You must provide The Centre with your **original receipts** and registration form;
- Fill out all necessary paper work for your refund;
- Return all books, tools and student kits on loan to you by The Centre;
- Please note that all fees may be subject to change;
- Refund cheques will **ONLY** be mailed to your place of residence. There will be no refunds given at the office.



Vocational Training Centres

emsb-aevs.com | 514.488.INFO (4636)



Tel: (514) 381-5440
piuscentre@emsb.qc.ca
piuscentre.com

Professional Cooking	DVS	1470h	D/E
Food and Beverage Services	DVS	960h	D
Contemporary Professional Pastry Making	AVS	450h	D/E
Accounting Studies	DVS	1350h	D/E
Secretarial Studies	DVS	1485h	D
Secretarial Studies - Legal	AVS	450h	E
Starting a Business	AVS	330h	E
Travel Consulting and Sales	DVS	1185h	D
Professional Sales	DVS	900h	D/E
Hotel Reception	DVS	735h	D
Sales Representation	AVS	450h	E



CENTRE DE TECHNOLOGIE ROSEMOUNT
ROSEMOUNT TECHNOLOGY CENTRE

Tel: (514) 376-4725
rtc@emsb.qc.ca
rosemount-technology.qc.ca

Cabinet Making	DVS	1650h	D/E
Furniture Finishing	DVS	900h	D
Automated Systems Electromechanics	DVS	1800h	D/E
Industrial Drafting (CAD)	DVS	1800h	D/E
Machining	DVS	1800h	D/E
Computer Graphics	DVS	1800h	D/E
Printing & Digital Layout	DVS	1350h	D



Tel: (514) 484-0485
shadd@emsb.qc.ca
shadd.com

Accounting Studies	DVS	1350h	D/E
Secretarial Studies	DVS	1485h	D
Starting a Business	AVS	330h	E
Institutional and Home Care Assistance	DVS	870h	D/E
Pharmacy Technical Assistance	DVS	1230h	D



Tel: (514) 374-4278
lmacadult@emsb.qc.ca
lmaccareercentre.com

Automobile Mechanics	DVS	1800h	D/E
Welding and Fitting	DVS	1800h	D/E
Hairdressing	DVS	1455h	D/E
Aesthetics	DVS	1305h	D/E
Hair Removal (Electrolysis)	AVS	540h	D/E

DVS: Diploma of Vocational Studies,
AVS: Attestation of Vocational Specialization, **D:** Day, **E:** Evening



Commission scolaire English-Montréal
English Montreal School Board



Adult Education &
Vocational Services





FOLLOW US



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CONTACT US

(514) 374-4278

