

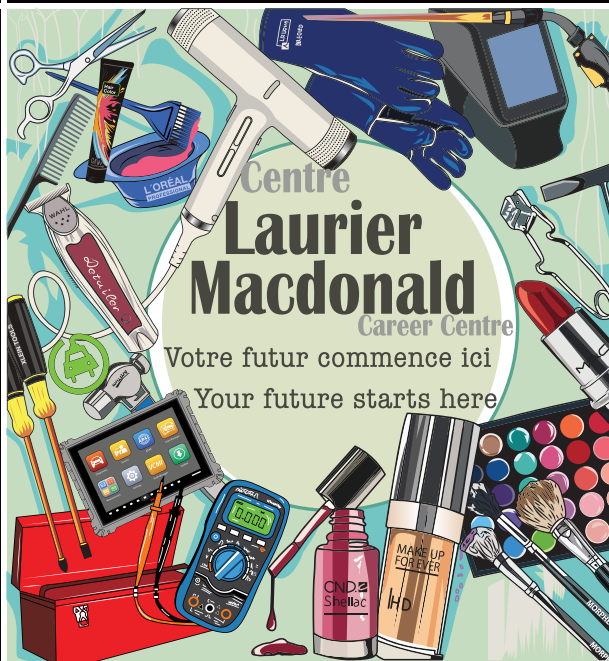
CENTRE DE FORMATION PROFESSIONNELLE  
**LAURIER MACDONALD**  
VOCATIONAL CAREER CENTRE



# 2025-2026

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
- SOUDAGE - ASSEMBLAGE /  
WELDING AND ASSEMBLY



## Adult Education & Vocational Services



**Commission scolaire English-Montréal**  
**English Montreal School Board**



# 2025-2026

## CALENDRIER SCOLAIRE - SCHOOL CALENDAR



Commission scolaire English-Montréal  
English Montreal School Board

| July 2025 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    | 1  | 2  | 3  | 4  | 5  |
| 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 | 31 |    |    |

| August 2025 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | T  | F  | S  |
|             |    |    |    |    | 1  | 2  |
| 3           | 4  | 5  | 6  | 7  | 8  | 9  |
| 10          | 11 | 12 | 13 | 14 | 15 | 16 |
| 17          | 18 | 19 | 20 | 21 | 22 | 23 |
| 24          | 25 | 26 | 27 | 28 | 29 | 30 |
| 31          |    |    |    |    |    |    |

| September 2025 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | T  | F  | S  |
|                | 1  | 2  | 3  | 4  | 5  | 6  |
| 7              | 8  | 9  | 10 | 11 | 12 | 13 |
| 14             | 15 | 16 | 17 | 18 | 19 | 20 |
| 21             | 22 | 23 | 24 | 25 | 26 | 27 |
| 28             | 29 | 30 |    |    |    |    |

| October 2025 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    | 1  | 2  | 3  | 4  |
| 5            | 6  | 7  | 8  | 9  | 10 | 11 |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 |
| 26           | 27 | 28 | 29 | 30 | 31 |    |

| November 2025 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    |    |    |    | 1  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 | 29 |
| 30            |    |    |    |    |    |    |

| December 2025 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               | 1  | 2  | 3  | 4  | 5  | 6  |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            | 29 | 30 | 31 |    |    |    |

| January 2026 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    |    | 1  | 2  | 3  |
| 4            | 5  | 6  | 7  | 8  | 9  | 10 |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 |
| 25           | 26 | 27 | 28 | 29 | 30 | 31 |

| February 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |
|               |    |    |    |    |    |    |

| March 2026 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
| 1          | 2  | 3  | 4  | 5  | 6  | 7  |
| 8          | 9  | 10 | 11 | 12 | 13 | 14 |
| 15         | 16 | 17 | 18 | 19 | 20 | 21 |
| 22         | 23 | 24 | 25 | 26 | 27 | 28 |
| 29         | 30 | 31 |    |    |    |    |

| April 2026 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            |    |    | 1  | 2  | 3  | 4  |
| 5          | 6  | 7  | 8  | 9  | 10 | 11 |
| 12         | 13 | 14 | 15 | 16 | 17 | 18 |
| 19         | 20 | 21 | 22 | 23 | 24 | 25 |
| 26         | 27 | 28 | 29 | 30 |    |    |

| May 2026 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    | 1  | 2  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 |
| 31       |    |    |    |    |    |    |

| June 2026 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           | 1  | 2  | 3  | 4  | 5  | 6  |
| 7         | 8  | 9  | 10 | 11 | 12 | 13 |
| 14        | 15 | 16 | 17 | 18 | 19 | 20 |
| 21        | 22 | 23 | 24 | 25 | 26 | 27 |
| 28        | 29 | 30 |    |    |    |    |

Summer Shutdown

March Break

Fixed Professional Days  
Selected by School Board

Moveable Professional Days  
Selected by Centre

Holidays

School Year: July 30, 2025 to June 30, 2026



CENTRE DE FORMATION PROFESSIONNELLE  
**LAURIER MACDONALD**  
VOCATIONAL 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](http://www.lmaccareercentre.com)

**STUDENT HANDBOOK**  
**2025-2026**

*This agenda belongs to:*

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_

Program \_\_\_\_\_

## MISSION STATEMENT

Laurier Macdonald Vocational Career Centre (LMVCC) 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 1<sup>st</sup>, 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

| <b>DAILY SCHEDULE</b><br><b>Jean-Talon Campus &amp; Des Grandes-Prairies Campus</b><br>5025 rue Jean-Talon Est & 6065 Boulevard des Grandes-Prairies |                                |
|--|--------------------------------|
| <b>Day</b>   | <b>Evening</b>                 |
| 8:25 am - 9:55 am  | 5:00 pm - 7:30 pm              |
| 9:55 am - 10:10 am <b>Break</b>  | 7:30 pm - 8:00 pm <b>Break</b> |
| 10:10 am - 11:40 am  | 8:00 pm - 10:30 pm             |
| 11:40 am - 12:30 pm <b>Lunch</b>   |                                |
| 12:30 pm - 2:00 pm   |                                |
| 2:00 pm - 2:15 pm <b>Break</b>   |                                |
| 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 LMVCC 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. LMVCC 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/or 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 or open shoes/sandals.\* For safety reasons, air pods or headphones are not permitted in the workshop or theory classroom.**

## **PROFESSIONAL COMPORTMENT**

Laurier Macdonald Vocational Career Centre students are expected to demonstrate a mature and responsible attitude and show respectful behaviour, at all times.

## **CARE OF SCHOOL PROPERTY**

Laurier Macdonald Vocational 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.
- **For safety reasons, air pods or headphones are not permitted in the workshop or theory classroom.**
- 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, LMVCC 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.

|   |   |                     |
|---|---|---------------------|
|  <b>Commission scolaire English-Montréal</b><br><b>English Montreal School Board</b> |   |                     |
| <b>POLICY:</b>  | <b>POLICY REGARDING THE POSSESSION AND/OR CONSUMPTION OF CANNABIS</b> | <b>CODE : HR-18</b> |
| <b>Origin:</b>  | Human Resources Department  |                     |
| <b>Authority:</b>   | 18-12-19-15.2   |                     |
| <b>References:</b>  | 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 LMVCC, 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 LMVCC social media in the early morning or late afternoon. The announcer may not refer to LMVCC specifically, but rather to schools under the EMSB jurisdiction.

## **LMVCC 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.

## **LMVCC LOCKDOWN PROCEDURE**

A centre lockdown will be initiated using the intercom system. When the terms "LOCKDOWN OR CODE SILVER" are heard, all students and staff should find the nearest lockable room, secure the door and windows. All lights should be turned off and blinds closed. Remain calm, still, and silent. Always follow staff instructions. Cell phones should be set to silent mode. Staff and students must remain in the room until administration, or police present themselves at the door.

## **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. **\* For safety reasons, air pods or headphones are not permitted in the workshop or theory classroom.\***

## **CIRCULATION IN THE CENTRE**

LMVCC students should not be loitering in the corridors during class time. Students should adhere to their timetables. LMVCC Main Campus shares a building with the LAURIER MACDONALD High School. Given this situation, LMVCC 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

LMVCC 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 LMVCC, 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 LMVCC are encouraged to recycle all possible materials.



## **FEE POLICY**

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

### **The refund policy applies to all programs offered at Laurier Macdonald Vocational 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.



**Commission scolaire English-Montréal**  
**English Montreal School Board**

**Information for parents and students**  
**2025-2026 school year**



Mission Statement



Mass Notification System



On-Line Educational Resources



Some Complementary Activities



Resources at your Fingertips

**Protecteur national  
de l'élève**

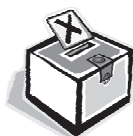
**Québec**



National Student Ombudsman



Nutrition and Food Services



Registering for School Board Elections

## MISSION STATEMENT

The mission of the English Montreal School Board is: "to support its schools and centres in their efforts to educate students within a caring, safe and inclusive learning community".

To fulfill its mission, the EMSB will:

- recognize and value the diversity of its community;
- provide all students with the opportunity to develop their talents and achieve their personal best;
- recognize the skills and competencies of its employees and support their ongoing professional development;
- encourage collaboration among the various educational partners;
- use resources effectively and innovatively to help schools and centres focus on the mission of instruction, socialization and qualifications;
- encourage lifelong learning and critical thinking.

## MASS NOTIFICATION SYSTEM

The EMSB has currently in place an automated notification system. This system allows the EMSB to send information messages to your home, work, cell phone and email address. The system is used to communicate information such as school activities, special dates or events, emergency situations which include unexpected early dismissals, delayed school openings, school cancellation notices and others. The contact information must be updated to make sure that parents, guardians and students receive prompt and accurate delivery notifications. The system effectiveness relies on accurate information. Therefore the EMSB requires that parents, guardians and students provide up to date information on any and all telephone number(s) and email addresses available for parents and guardian(s). This information should be provided or updated on the **Student Verification Form**.

Inclement weather may disrupt bus transportation and regular school operations. This decision is usually made by 7:00 a.m. You may visit [www.emsb.qc.ca](http://www.emsb.qc.ca) or you may follow the EMSB on **Facebook** or listen to any of the following radio stations for information: CJAD 800, Virgin Radio, CHOM, TheBeat925, TSN 690, CBC Radio-88.5FM, and Radio Canada-95.1FM.

## ON-LINE EDUCATIONAL RESOURCES

**VoD Zone:** A collaboration between LEARN and La Société GRICS that offers over 5000 Streaming Discovery Education videos to students free of charge. Pictures, sounds and video clips can be incorporated into teacher or student productions. Access to the videos is done through a personalized LEARN user name and password, which in turns directs the user to their own personalized LEARN homepage. or additional information, log on to [www.learngrics.ca](http://www.learngrics.ca).

**Tel-jeunes:** A free, confidential resource for young people throughout Quebec, available 24 hours a day, 7 days a week. Whether by telephone or via the Internet, professional counselors establish a relationship of trust with young people, answer their questions, and help them through whatever problems they are facing. Tel: 514-288-1444 <http://en.teljeunes.com/home>

The banner features the Alloprof logo at the top center. On the left, the text reads "Your homework help and so much more!" followed by a list of services: "Alloprof can help you:", "• learn and revise while having fun,", "• when you get stuck in your homework,", and "• say hello to good grades." On the right, there is a cartoon character of a lightbulb with a face, arms, and legs, holding a pencil. Below the character, it says "Ask your questions for free!" and lists contact methods: "Telephone • Text message • Chat • Help Zone".

**Alloprof**

**Your homework help and so much more!**

Alloprof can help you:

- learn and revise while having fun,
- when you get stuck in your homework,
- say hello to good grades.

Ask your questions for free!

Telephone • Text message • Chat • Help Zone

<https://www.alloprof.qc.ca/en/students>



- Help for elementary and secondary students with homework, study and review
- Easy to use
- One-on-one sessions online
- Feedback provided after each session

**learnquebec.ca/tutoring**

**MORE TOOLS  
AT NO  
CHARGE ON  
OUR SITE**

**HOW TO's**  
Step-by-step  
descriptions of common  
tasks for students

LOG IN TO USE THROUGH OUR WEBSITE WITH YOUR USERNAME AND PASSWORD  
OR THROUGH YOUR SCHOOL BOARD PORTAL

**SUCCESS CHECKER**  
Practice tests for High  
School Students - Cycle 2  
to prepare for exams

**SCHOLASTIC BOOKFLIX**  
Online e-books for K  
through Cycle 2

[Home](#)
[Login Information](#)
[Library Catalogue](#)

[ELEMENTARY SCHOOLS](#)
[HIGH SCHOOLS](#)
[TEACHERS](#)
[ALL RESOURCES](#)
[CONTACT](#)

**From home or school ~ 24/7 ~ Bilingual ~ Reliable ~ Helpful for homework**

To find the site: Google "EMSB Virtual Library"

Or at this address: [virtuallibrary.emsb.qc.ca](http://virtuallibrary.emsb.qc.ca)

➤ Use your EMSB username and password to get access to many of these great resources!

#### Encyclopedias / Dictionnaires



And  
more...

#### eBooks and Audiobooks



And  
more...

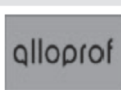
#### Streaming



#### Science



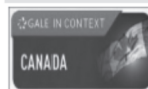
#### Homework Help



#### News and Articles



#### Social Sciences



Ask your  
School  
Librarian !

## **SOME COMPLEMENTARY ACTIVITIES**

**HOSPITAL OPPORTUNITY PROGRAM FOR STUDENTS (HOPS):** HOPS, a specific career exploration program, was designed to provide an opportunity for Secondary V students to gain “hands-on” experience in the various departments of a large hospital. Under the auspices of the Auxiliary of the Sir Mortimer B. Davis Jewish General Hospital, the Program has enabled students to spend 1/2 day per week for two six-week periods in various departments of the hospital. Applications will be available from your guidance counsellor in early September. Interviews will take place in early October and the program will officially begin with an Orientation Session at the hospital in the 3<sup>rd</sup> week of October.

**CAREER EXPLORATION PROGRAM:** The participation of over 800 companies reflects the positive aspects of this program. Students are placed for one day in a profession or trade of their choice. They learn through observation, discussion and practical work the many facets of a particular occupation. This program is offered to all Secondary IV and V students. Applications are available from your guidance counsellor in early November. Visits to companies/ institutions will take place between December and April.

**HIGH SCHOOL CAREER FAIR – OCTOBER:** The EMSB Student Services Department and Adult Education and Vocational Services host Career Fair at St. Pius X Career Centre, 9955 Papineau, Ahuntsic. The main objective of the Career Fair is to provide Secondary V and senior adult education students with an in-depth exposure to the various educational opportunities available to them. The final day will be devoted to Secondary IV students, providing them with an opportunity to start charting their respective futures two years in advance of graduation.

**UNITED NATIONS UNIVERSAL CHILDREN'S DAY - NOVEMBER 20<sup>th</sup>:** Activities and programs organized by the spiritual community animators such as: Unicef projects, Toy Tea, Citizenship ceremonies, Black History Month, Veterans' Week, etc. These activities are held to promote the ideas and objectives of the Charter of Children's Rights and the welfare of Children throughout the world.

**EMSB LIBRARY WEEK – JANUARY:** Many activities are organized by EMSB librarians and library technicians to promote the excellent resources available in our libraries.

**FAMILY LITERACY DAY – JANUARY 27<sup>th</sup>:** Workshops, special assemblies, library and class time with special guest readers are just a few of the events taking place during Family Literacy Day. It has become a memorable experience for all who have participated in the past and it has become part of the culture of many schools. ([www.fld-jaf.ca](http://www.fld-jaf.ca))

**TEACHER APPRECIATION WEEK – FEBRUARY:** This is the week designated by the Ministry of Education to thank and honor our dedicated teachers who work hard to provide students with a good education and a positive shared experience.

**NUTRITION MONTH – MARCH:** March is Nutrition month. Elementary school students in particular are sensitized to the importance of eating nutritiously. They also learn that a good breakfast every morning is necessary in order to maintain good health and to perform well in school.

**INTERNATIONAL DAY FOR THE ELIMINATION OF RACIAL DISCRIMINATION- MARCH 20<sup>th</sup>:** Many EMSB high schools present special programming on this day with the objective of celebrating diversity, multiculturalism and mutual respect.

**HIGH SCHOOL PUBLIC SPEAKING CONTEST – MAY:** Secondary IV and V students compete in a public speaking contest. The Secondary IV Board winner will receive an all expenses paid week to *Encounters with Canada* in Ottawa and present his/her speech to the Women's Canadian Club of Montreal. The Secondary V winner will go on to take part in the Rotary Club of Montreal Public Speaking Competition.

**CHORALE GALA CONCERT – MAY:** More than 75 students, representing 24 EMSB schools, participate in the EMSB choir known as the Chorale. The Chorale has had the opportunity to perform in all Montreal's top concert venues. The choir regularly participates in exchanges with other choirs.

**CRC SENIOR AND JUNIOR ROBOTICS COMPETITIONS** -The CRC Secondary and CEGEP Robotics Competition integrates STEM competencies with visual arts, computer simulations, 3D and 2D animations, drama, web design, marketing, and kiosk creation. It offers learning opportunities for STEAM-oriented, interested students. The enriching challenge of building a kiosk, a large mechanic-based machine, and programming a remote-controlled robot is the cornerstone of the CRC event. The CRC Junior Robotics competition for elementary and secondary students is held in conjunction with the CRC Senior competition. The Junior competition incorporates mostly LEGO-based robots for its designated tasks. These two competitions are under the umbrella of the Québec based Educational Alliance for Science and Technology (EAST) organization. <http://www.robo-crc.ca>

**FIRST® ROBOTICS** - For Inspiration and Recognition of Science and Technology, is a robotics community that aims to prepare young people for future jobs through a suite of inclusive, team-based robotics programs for ages 4-18. These activities and competitions can be facilitated in school or in a structured after-school program. Boosted by a global support system of educators, industries, and sponsors encompassing a signature set of FIRST core values to conduct research, fundraise, design, build, and showcase the teams' achievements during annual competitions. These various competition categories are Jr. FLL, FLL, and FRC. FIRST has an interest in STEAM learning, interest, and skill-building well beyond high school. Their international exposure and affiliations allow participants to perform tasks encompassing the curriculum. It is regarded as a high-stakes competition and multi-faceted event. <https://www.firstinspires.org>

**HYDRO-QUÉBEC MONTRÉAL REGIONAL SCIENCE AND TECHNOLOGY FAIR** -This event represents the English-speaking Secondary and CEGEP school communities within the Montréal region, greater Montréal, Lanaudière, Laurentides, Laval, and Montérégie. It allows students to exhibit and present their scientific innovations, experimentation, and research ideas to judges and advocate for them, to the general public. Some of the prize awards are monetary while others are opportunities for scientific recognition by industrial partners. Following this event, the awarded students from grades 9 – 12 have an opportunity to represent their country at the Regeneron International Science and Engineering Fair (formerly called the Intel ISEF). This global Science Fair event is the world's largest international pre-college science competition that provides an annual forum to approximately 1,800 Secondary students from 70 countries, regions, and territories to showcase their

independent research. The yearly award winnings have been estimated to be approximately \$4 million. <http://www.sciencetech.ca>

**RÉSEAU TECHNOSCIENCE** -The Réseau Technoscience and its regional organizations are present throughout Québec to promote a taste for science and technology among young Quebecers aged 4 to 20. Their programs and activities encourage the emergence of the next generation of scientists while supporting science and technology education through a hands-on approach. The Réseau Technoscience offers the following programs: Science Fairs (including a science fair for our elementary students), Technological challenges, and Animations (by the Débrouillards and Les Innovateurs à l'école). It also distributes several science teaching kits, publications, and activities for primary and secondary schools. <https://technoscience.ca>

**ROBOCUP COMPETITION** -ROBOCUP Canada is a project-oriented educational initiative that supports local, regional, and international robotics and artificial intelligence (AI) events for Elementary to post-university students. Each country organizes events, competitions, and conferences to allow students the opportunity to field test their robot designs and ideas. ROBOCUP allows students to use any type of robot system and materials that students wish to explore. Every robot is expected to be 100% autonomous and students are allowed to use any programming language of choice. ROBOCUP is backed by a Federation of researchers, top industry innovators, developing University researchers, and many other worldly industries. Even more, the International committees provide support through an online forum of exchanges and dialogue to help stretch the imagination. The Québec Canada committee organizes a qualifying event yearly for elementary and secondary students, while Canadian University students need to submit their robotics project online before they are accepted to compete at the world event each year. Local, national, and International events are accessible. <http://robocupcanada.ca>

**ZONE [01] ROBOTICS** -ZONE01 has given itself four main mandates concerning the advancement of robotics in education across Canada with LEGO robotics. These mandates are to (1) Promote science and technology education among young people by creating educational robotics programs; (2) Support teachers in integrating robotics into the classroom through programs, tools, and training designed for their grade levels; (3) Promote education by allowing young people, teachers, researchers and other actors in educational robotics to experiment with robotics platforms and exchange with each other; (4) Promote education by supporting the organization of robotics competitions and the participation of young people. ZONE 01 Robotics is also the national organizer of the World Robot Olympiad (WRO), an international robotics competition that brings together first-year university students from over 70 countries. Teams of students, assisted by a coach, develop their problem-solving skills through robotic challenges. With the exception of the Advanced Robotics category, WRO challenges are also mainly solved using LEGO components. <https://www.zone01.ca>

### **RESOURCES AT YOUR FINGERTIPS**

**GOVERNING BOARD (GB)** Every year the school holds an assembly of parents to elect representatives to the GB which is made up of parents and school staff. The general assembly elects a delegate and alternate to the parents' committee.

**EMSB PARENTS' COMMITTEE (PC)** The PC is composed of all delegates from all schools and a member of ACSES. The PC designates parents to various committees to the school board. The PC gives advice and makes



recommendations. They elect four parent commissioners to sit at the Council of Commissioners.?

### **ADVISORY COMMITTEE ON SPECIAL EDUCATION SERVICES (ACSES)**

ACSES advises the School Board on issues which affect children who are learning disabled, intellectually handicapped, hearing and visually impaired, physically handicapped or socially maladjusted.

### **PARENT PARTICIPATION ORGANIZATION (PPO) HOME & SCHOOL (H&S)**

The groups promote parental involvement through volunteering, fundraising and school activities.

### **ENGLISH MONTREAL STUDENT ADVISORY COMMITTEE (EMSAC)**

Composed of students from high schools, this committee links the students and the Council of Commissioners for discussion on common issues. The committee allows the students to develop necessary leadership skills needed to become future leaders in our community, the business world and beyond.

For more information visit the parent info tab at [www.emsb.qc.ca](http://www.emsb.qc.ca)

### **QUESTIONS OR CONCERNS**

#### **Step 1 Talk to your child's teachers**

Teachers are one of your most important sources of information. They know your child and can provide valuable information.

#### **Step 2 Talk to your principal**

Principals are another important resource that can address any questions you may have.

#### **Step 3 Talk to your Regional Director**

They are another important resource that can help you with any concerns or questions.

#### **Step 4 Visit the EMSB Website [www.emsb.qc.ca](http://www.emsb.qc.ca)**

### **WHOM DO I CALL?**

|   |                        |
|---|------------------------|
| <b>Administration Building</b>                    | <b>514-483-7200</b>    |
| <b>Not sure whom to call</b>                      | <b>0 for reception</b> |
| <b>Director General</b>                           | <b>#7262</b>           |
| <b>Assistant Director General- Administration</b> | <b>#7228</b>           |
| <b>Assistant Director General- Education</b>      | <b>#7227</b>           |
| <b>Sector Director (East &amp; West)</b>          | <b>#7239/#7624</b>     |
| <b>Secretary General Procedures-</b>              |                        |
| Access to Information                             | <b>#7264</b>           |
| Governing Board, Parents Committee                | <b>#7242</b>           |
| <b>School Organization</b>                        |                        |
| Eligibility                                       | <b>#7248/#7250</b>     |
| Daycare   | <b>#7518</b>           |
| Transportation                                    | <b>#7255</b>           |
| <b>Communications- website, media</b>             | <b>#7245</b>           |
| <b>Educational Services</b>                       |                        |
| Summer school, exams, curriculum                  | <b>#7355</b>           |
| <b>Student Services</b>                           |                        |
| Derogations, Guidance, special needs              | <b>#7295</b>           |
| <b>Adult Ed and Vocational Services</b>           | <b>#7449</b>           |
| <b>Adult Ed and Vocational Info line</b>          | <b>514-488-4636</b>    |

### **OTHER RESSOURCES**

#### **Ministère de l'Éducation du Québec**

<http://www.education.gouv.qc.ca/en/home/>

#### **E.P.C.A.-English Parents' Committee Association**

<http://epcaquebec.org/> [info@epcaquebec.org](mailto:info@epcaquebec.org)

Having a problem at school?

Protecteur national  
de l'élève

Québec



Have you experienced sexual violence?



To file a complaint,  
make a report, or for  
anything else:

- [quebec.ca/droits-eleve](http://quebec.ca/droits-eleve)
- Phone/text message  
1-833-420-5233
- [plaintes-pne@pne.gouv.qc.ca](mailto:plaintes-pne@pne.gouv.qc.ca)



## HOW DO I FILE A COMPLAINT?

If you or your parents are unhappy  
with the school's services

- 1 Talk to the person concerned  
or to the person's boss
- 2 Contact the person in charge  
of handling complaints
- 3 Contact your Regional Student  
Ombudsman

## Sexual violence

If you want to, you can file a complaint  
directly with the regional student  
ombudsman. What's more, anyone else  
can make a report directly to the regional  
student ombudsman.



## FOOD ALLERGIES

Peanut, tree nut, egg, fish, and other allergens

Dear Parents,

Some students in our school have serious food allergies, where even trace amounts of a food allergen (e.g. from peanut, tree nuts, eggs, fish, etc.) can trigger a severe reaction (anaphylaxis).

Providing a safe environment for our students is our priority. To help maintain our school "ALLERGY SAFE" and reduce the risk of unfortunate events, all students are asked to:

- Prioritize VEGETABLES and FRUITS as snacks.
- Ensure HAND-WASHING before and after eating
- Practice the "NO SHARING FOOD" rule; including utensils, containers and water bottles
- Ensure no eating in SCHOOL BUSES

As the absence of allergens in foods offered through various programs and activities cannot be guaranteed, parents of children with allergies are reminded to provide allergen-free foods from home if they opt not to participate in these programs/activities. Furthermore, parents are advised to evaluate all risks associated with using the school cafeteria and outside food suppliers to make an informed decision on the use of these services.

Students with severe food allergies should eat at their assigned "reserved" seating in the lunchroom. They should ensure cleaning (using cleaning wipes) of their meal surface area before eating and use a place mat to set their food (cleaning wipes and place mats to be provided by parents). Moreover, students are encouraged to use isothermal containers (thermos) for hot meals and refrain from using microwave ovens.

As providing a safe environment for our students is a major concern, we wish to remind all parents that an allergen-free environment cannot be guaranteed in our school as complete avoidance of all allergens is not possible. If at any time a student feels at risk in the possible presence of an allergen, he/she should immediately go to a safe area and report to a responsible adult.

Parents of students with food allergies are reminded to inform the school Principal of their child's allergy and ensure that auto-injectors are readily available and replaced before the expiration date.

For more information, visit the Allergies Québec website: [www.allergies-alimentaires.org](http://www.allergies-alimentaires.org)

Thank you for helping us maintain our school "ALLERGY SAFE".

Your Principal and School Board Dietitian



# HEALTHY EATING with

## AT SCHOOL

# CANADA'S

## FOOD GUIDE



The English Montreal School Board Nutrition Policy aims at promoting healthy lifestyle habits through nutritious food choices and physical activity. Feeding the body and mind daily with nutritious foods benefits healthy growth and academic success!

For more information



Scan here!

## The Healthy Plate from Canada's Food Guide

This simple visual tool helps us remember the different types of nutritious foods we can choose from.



### Tips to stay hydrated

- Drink water at meal and snack time
- Pack and carry a reusable water bottle
- For flavor, add fruit or herbs to water (e.g. mint, strawberries, pear ...)

# Notice to the anglophone school board

Option or revocation of option regarding  
the exercise of voting rights

School board

This is meant to inform the director general or the returning officer of the school board mentioned above that the elector prefers:

- ☐ to exercise his voting right in the school board;  
☐ to revoke his option to exercise his voting right in the school board.

## Elector concerned by the option or the revocation

|                 |  |                    |  |               |  |                  |  |
|-----------------|--|--------------------|--|---------------|--|------------------|--|
| First name      |  | Last name at birth |  | Area code     |  | Telephone number |  |
| (block letters) |  |                    |  |               |  |                  |  |
| Sex:            | <input type="checkbox"/> M<br><input type="checkbox"/> F | Date of birth:     |  | Email address |  |                  |  |
|                 |  | year month day     |  |               |  |                  |  |

## Current domiciliary address:

|              |                    |             |                |  |
|--------------|--------------------|-------------|----------------|--|
| No.          | Street / avenue... | Apartment   | Since:         |  |
|              |                    |             | year month day |  |
| Municipality |                    | Postal code |                |  |

## Previous domiciliary address (optional):

|              |                    |             |
|--------------|--------------------|-------------|
| No.          | Street / avenue... | Apartment   |
|              |                    |             |
| Municipality |                    | Postal code |

## Confirmation

I confirm that I do not have a child admitted in an institution of any of the school boards that have jurisdiction on the territory where I am domiciled.

|                          |                |
|--------------------------|----------------|
| Signature of the elector | year month day |
|                          |                |

ES-17-VA (15-01)   
Act Respecting School Elections, sections 17 and 18

This form can also be accessed on the EMSB website:  
<https://www.emsb.qc.ca/emsb/about/governance/elections/voting-rights>

| Juillet 2025 July |                  |                       |                   |                    |                    |                    |
|-------------------|------------------|-----------------------|-------------------|--------------------|--------------------|--------------------|
| Lundi<br>Monday   | Mardi<br>Tuesday | Mercredi<br>Wednesday | Jeudi<br>Thursday | Vendredi<br>Friday | Samedi<br>Saturday | Dimanche<br>Sunday |
|                   | 1                | 2                     | 3                 | 4                  | 5                  | 6                  |
| 7                 | 8                | 9                     | 10                | 11                 | 12                 | 13                 |
| 14                | 15               | 16                    | 17                | 18                 | 19                 | 20                 |
| 21                | 22               | 23                    | 24                | 25                 | 26                 | 27                 |
| 28                | 29               | 30                    | 31                |                    |                    |                    |
|                   |                  |                       |                   |                    |                    |                    |



## NOTES

[illegible]

| Août 2025 August |                  |                       |
|------------------|------------------|-----------------------|
| Lundi<br>Monday  | Mardi<br>Tuesday | Mercredi<br>Wednesday |
|                  |                  |                       |
| 4                | 5                | 6                     |
| 11               | 12               | 13                    |
| 18               | 19               | 20                    |
| 25               | 26               | 27                    |



| Août 2025 August  |                    |                    |                    |
|-------------------|--------------------|--------------------|--------------------|
| Jeudi<br>Thursday | Vendredi<br>Friday | Samedi<br>Saturday | Dimanche<br>Sunday |
|                   | 1                  | 2                  | 3                  |
| 7                 | 8                  | 9                  | 10                 |
| 14                | 15                 | 16                 | 17                 |
| 21                | 22                 | 23                 | 24                 |
| 28                | 29                 | 30                 | 31                 |



**Commission scolaire English-Montréal**

**English Montreal School Board**




**Vocational Training Centres**  
 emsb-aevs.com | 514.488.INFO (4636)



3737 Beaubien Est Street, Rosemount Petite-Patrie, H1X 1H2  
 Tel: (514) 376-4725  
 rtc@emsb.qc.ca  
[www.rosemount-technology.qc.ca](http://www.rosemount-technology.qc.ca)

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



9955 Papineau Avenue, Ahuntsic - Cartierville H2B 1Z9  
 Tel: (514) 381-5440  
 piuscentre@emsb.qc.ca  
<https://www.pius-centre.com>

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



5025 Jean Talon East, Saint-Léonard, H1S 3G6  
 Tel: (514) 374-4278  
 Imacadult@emsb.qc.ca  
<https://Imaccareercentre.com/>

|                             |     |       |                      |     |       |
|-----------------------------|-----|-------|----------------------|-----|-------|
| Hairdressing                | DVS | 1455h | Automobile Mechanics | DVS | 1800h |
| Aesthetics                  | DVS | 1305h | Welding and Fitting  | DVS | 1800h |
| Hair Removal (Electrolysis) | AVS | 540h  |                      |     |       |



1000 Old Orchard Avenue, Montreal, H4A 3A4  
 Tel: (514) 484-0485  
 shadd@emsb.qc.ca  
<https://shadd.com>

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



**Adult Education &  
Vocational Services**

**DVS:** Diploma of Vocational Studies - **AVS:** Attestation of Vocational Specialization



# Adult Education Centres

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**DBE - Diversified Basic Education**  
(Academic Courses)  
Mathematics, English, French, History,  
Science and Technology,  
Physics, Chemistry, and Options classes

**CCBE - Common Core Basic Education** (Literacy Courses)  
Basic English and French Classes allow students to learn the basic language

**Programs for Special Needs Adults**  
Social Integration Services and  
Sociovocational Integration Services



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