

Verdun Adult and Career Centre

Student Handbook

2022-23

Email: vacc@lbpearson.ca

Office: 514-798-0405

Office Hours:

Monday to Friday 7:30am – 12:00pm 1:00pm – 3:30pm

Closed for lunch 12:00pm – 1:00pm

VOCATIONAL Programs available at the Verdun Adult and Career Centre include:

Plumbing and Heating

Residential and Commercial Drafting

Computing Support

General Building Maintenance

Professional Sales

Customer Service

Starting a Business

STUDENT RESPONSIBILITIES

Attendance

Students will be more successful if they attend and are punctual to all classes and labs. Students may be counted absent if arriving late or leaving early. Poor attendance may result in stage and end date being delayed or removal from the program. This is especially pertinent for students in plumbing whose hours count towards their apprenticeship and students who are taking a program for immigration purposes. ***During Covid Protocols, all students must enter the Centre through the designated door and must arrive on time to meet their teacher.****

Shared Facility

We share our building with a high school but must keep separate from them at all times. Under no circumstances may adult students mingle with the high school students. Failure to comply with this directive may lead to being removed from the program. Our Centre uses the cafeteria that is in the High school area but adult students are strictly forbidden to leave the cafeteria to enter any other high school areas.

During Covid Protocols, all students must leave the Centre for lunch.*

Smoking



It is illegal under Quebec law to smoke on the grounds of public buildings. Students must go off the property to the sidewalk on Champlain boulevard smoke.

Parking Lot



The parking lots are reserved for teachers. Students must find parking spots on nearby streets.

Food /Lunch Room



For security and hygiene purposes, food is not permitted in the classrooms, shops and labs. Beverages are allowed but must be in a secure leak proof cup such as a travel mug. An effort should be made to consume all food in the students' cafeteria. Students are responsible for keeping the facilities, including the microwaves, clean at all times. ***During Covid Protocols, all students must leave the Centre for lunch.****

Visitors

Access to the Centre is strictly for the registered students. Visitors must report to the administrative office on the main floor. Children are not allowed in the Centre.

*****During Covid Protocols, everyone must have an appointment to enter the building.*****

Computer Labs

Students will be assigned a workstation for the duration of the program. Food and beverages should not be consumed at a computer workstation. Students should keep the workstation clean and in order and are responsible for any damaged caused to computer equipment from food or beverages. Please report any malfunctions with your computer to the teacher.

Security

Students should never leave their personal belongings and valuables in the classroom as these rooms are used for multiple groups.

Students are not permitted to enter other classrooms unless they ask for the teacher's permission. No one may enter plumbing labs without appropriate safety wear.

*****During Covid Protocols, all students must remain in their designated classroom/lab and not mingle with other groups.*****

Evaluation

Students will be evaluated throughout the module in support of their learning through teacher feedback, quizzes and projects. Summative evaluation at the end of the module is marked as pass or fail only. Students who fail are expected to complete remediation work before being given the opportunity to take the rewrite exam.

All students are required to be present for summative evaluations. Students who fail to take a scheduled examination without a validated medical or legal reason, will not be entitled to be examined twice. They will be allowed to do the exam but it will be considered as a rewrite. When failed retakes equal or exceed 20% of program hours, training is terminated and the student is asked to leave the program.

A student may request that an examination be re-evaluated or that the marking be reviewed. The request must be made in writing to the administration within 30 days after the end of the module.

Internet Use

Students must respect the teachers' rules regarding internet use and internet research. The LBPSB Policy on Appropriate Use of the Internet will apply (available on the LBPSB website, www.lbpsb.qc.ca). Failure to abide by these rules may result in administration involvement.

Drugs and Alcoholic Beverages

Possession, use or sale of drugs or alcohol is banned in the Centre and is cause for dismissal. The LBPSB's Safe Schools Policy will apply (policy is available on the LBPSB website, www.lbpsb.qc.ca).

Audio-Equipment / Cellular Telephones



Please do not use your cell phone in class. If you must receive or make a call, please go to the hallway to do so. **Students are not allowed to have their phones with them during exams** and are expected to leave cell-phones on a central table, or in your bag during exams.

Change of Address



All transcripts are sent to the student's home address on file. If there is any changes, it is **very important** that the administrative office is informed by email at vacc@lbpearson.ca or by filling out a form.

Graduation

Each year a ceremony will be held to honor students who have completed their studies during the past year. This ceremony is a time of celebration for students and their families.

Emergency Closures

Any decision regarding the closure of school due to adverse weather conditions will be made before 6:30 a.m. Please visit the lbpsb website for updates or listen to the radio. The following stations will broadcast the appropriate message: CBM, CJAD/CHOM, CFCF and RDI/CBC/CBF. Students should also receive an automated telephone message in the event of a school closure.

Emergency / Fire and Evacuation – Procedures



Verdun Adult and Career Centre has an emergency plan that covers all emergency situations. There will be both evacuation and lock down drills held during the school year to make sure all students are comfortable with the procedures.

When the fire bell goes or in the event of a fire:

1. Stay calm.
 2. Do not attempt to put out the fire.
 3. Evacuate the area by the nearest exit.
 4. Follow the directives given by centre personnel and/or administration.
- **False setting of the fire alarm or refusal to evacuate is illegal and may result in serious fines.**

PLEASE DO NOT RUN – WALK QUIETLY TO THE NEAREST EXIT. Everyone must stay far away from the building so as not to impede access of emergency vehicles. Students are asked to not talk on phones during the evacuation and to remain attentive for any instructions from Centre personnel and/or administration. There is absolutely no smoking allowed at this time, even on the street.

Students must remain quiet so that emergency instructions can be heard. Teachers will take attendance after the evacuation. No one is to re-enter the building until instructed to do so by the administration.

Procedure in case of a lockdown

If you hear an announcement for a lock down or code red over the PA system, please try to place yourself where you cannot be seen and stay completely quiet. If you are in a class, stay there out of sight from any windows if possible. If you are in the hallway get into the closest classroom immediately. Do not use your cell-phone or speak as silence should be maintained.

Student conduct

VACC is intended to be a safe place and it is expected that students show respect for their environment, their teachers and each other at all times. Behaviour that compromises safety or shows disrespect can lead to serious consequences.