

## CENTRE'S OPERATING RULES

The Centre de formation Construc-Plus Vocational Centre wants to put in place operating rules that are similar to rules in the workplace. Each staff member of the centre is in authority over the students who attend the centre and participate in enforcing these rules.

CATEGORY	RULES
Attendance	<p><b>Considering</b></p> <ul style="list-style-type: none"> <li>○ the recognition by the <i>Commission de la Construction du Québec (CCQ)</i> of the hours of training;</li> <li>○ the importance of developing the student's employability through the development of his/her professional attitudes;</li> <li>○ the importance of the participation of all students in group projects;</li> </ul> <ul style="list-style-type: none"> <li>● <b>The presence and participation of each student in the activities planned by the teachers are necessary to ensure his/her success.</b></li> <li>● Only reasons justified by one of the following are justified absences: <ul style="list-style-type: none"> <li>▪ hospitalization certificate or doctor's note;</li> <li>▪ document attesting to the student's presence at the Court;</li> <li>▪ document attesting to the death of a close relative.</li> </ul> </li> <li>● A student absent from a sanctioning test without just cause could be refused a resumption of examination.</li> <li>● It is the responsibility of any student who is absent to inquire his/her teacher about the missed learning and to retrieve it to the satisfaction of the teacher.</li> <li>● Absence, justified or not, of activities related to safety rules can lead to the resumption of competence and postponement of training.</li> <li>● Only the teacher can exempt a student from an educational activity.</li> </ul>
Punctuality and hasty departure	<ul style="list-style-type: none"> <li>● Students must notify their teacher of their late arrival and/or hasty departure</li> </ul>
Language and behaviour	<ul style="list-style-type: none"> <li>● Students must use appropriate language and demonstrate respectful behaviour with everyone he/she meets at the centre or at any other place where the training activities are carried out under the responsibility of the centre.</li> </ul>
Display	<ul style="list-style-type: none"> <li>● The centre is a neutral environment. Therefore, any union posting related to the construction sector is prohibited.</li> <li>● All displays in the centre must be authorized by the management beforehand.</li> </ul>

Dress code in centre	<ul style="list-style-type: none"> <li>• Top clothing should cover the back, torso, stomach and shoulders.</li> <li>• Clothing and accessories with a partisan, violent or degrading connotation are not tolerated.</li> </ul>
Dress code in workshops	<p>The <i>Association paritaire pour la santé et la sécurité du travail du secteur de la construction (ASP Construction)</i> has put in place rules on dress code and PPE (Articles. 2.4.2 and 2.10). The purpose of these rules is to minimize accidents at the workplace. Therefore...</p> <ul style="list-style-type: none"> <li>• CSA certified safety boots must be worn.</li> <li>• Working clothes must be adjusted and without loose parts:             <ul style="list-style-type: none"> <li>▪ shirts must be tucked into pants;</li> <li>▪ pants should cover the entire leg and be retained at the waist;</li> <li>▪ boots must be laced.</li> </ul> </li> <li>• Long hair must be tied securely.</li> <li>• No object or accessory (jewelry, key, cord, etc.) must hang in such a way as to represent a danger.</li> <li>• Some jewelry may be banned when using specific tools.</li> <li>• Noise barriers are strongly recommended for certain jobs.</li> </ul>
Dress code in workshops : department particularities	<ul style="list-style-type: none"> <li>• <b>Carpentry</b> : safety glasses and helmet.</li> <li>• <b>Plumbing and Heating</b> : safety glasses and helmet, shirt and work pants.</li> <li>• <b>Welding and Fitting</b> : safety glasses, cotton clothing only.</li> <li>• <b>Commercial and Residential Painting</b> : work pants or overalls (e.g. Dickies), sweater or shirt, all in white. Cartridge mask, safety glasses and helmet are required for some activities.</li> <li>• <b>Preparing and Finishing Concrete</b> : safety glasses and helmet.</li> </ul>
Safe behaviour	<ul style="list-style-type: none"> <li>• At all times, students must ensure safe behaviour for themselves and others.</li> </ul>
Parking	<ul style="list-style-type: none"> <li>• In order to ensure the safety of students and staff, the permitted speed limit in the centre's parking lot is 10 km/h, otherwise the privilege of using the parking lot will be revoked.</li> <li>• Any vehicle obstructing a lane or parked in the back yard of the centre may be towed at the owner's expense.</li> </ul>

Food	<ul style="list-style-type: none"> <li>• The students' gathering room is the only place allowed for a meal.</li> <li>• No liquid or food is allowed in classrooms and workshops, except for beverages in a watertight container.</li> </ul>
Tobacco and electronic cigarette	<ul style="list-style-type: none"> <li>• The student who attends the centre must not smoke or vape inside the centre, on the centre ground or in a vehicle parked on the land belonging to the School Board. The <i>Tobacco Control Act</i> states that a person who smokes in a place where it is prohibited from smoking is liable to a fine of \$ 250 to \$ 750 and, in the case of a second or subsequent offence, a fine of \$ 500 to \$ 1,500.</li> </ul>
Smartphone or other electronic device	<ul style="list-style-type: none"> <li>• Use of smartphones is restricted for educational use only.</li> <li>• The audio or video recording of an individual is prohibited without his prior consent.</li> </ul>
Use of information and communications technology (ICT)	<p>The use of personal devices and the CSSMI network must respect the <i>Politique relative à l'utilisation des technologies de l'information de la Commission scolaire</i> (TI-06). It is prohibited to:</p> <ul style="list-style-type: none"> <li>• use a user code or password other than its own;</li> <li>• diffuse personal information about others, such as name, civic address, personal telephone number, photographs, videos, etc.;</li> <li>• undermine the integrity or confidentiality of the data of other users or organizations;</li> <li>• use the computer systems of the School Board to damage, alter or disturb its computers or systems in any way whatsoever;</li> <li>• produce disrespectful communications or swear or use vulgar expressions;</li> <li>• create, possess, download, send or request content that is hateful, violent, indecent, racist, pornographic, illegal or incompatible with the educational mission of the institution;</li> <li>• participate in any form of harassment or threat, cyberbullying or illegal activities;</li> <li>• circulate sanction evaluation material.</li> </ul>

**In the event of a breach of the following rules, the student who is at fault is directly referred to the school administration, who can issue a referral recommendation and/or notify the police authorities, as the case may be.**

<p>Drugs and alcoholic beverages</p>	<ul style="list-style-type: none"> <li>• Section 2.4.2 of Safety Rules Act (SST) indicates that the employer must ensure that every worker does not perform any work when his/her capacity is impaired by alcohol, drug or other similar substance. Consequently, it is forbidden for any student of the centre: <ul style="list-style-type: none"> <li>▪ to be under the influence of alcohol, drugs as well as to make inappropriate use of medication while in the classroom or on the centre's grounds;</li> <li>▪ to possess, consume, distribute, manufacture, offer, sell, trade or otherwise use alcohol or drugs, in any form whatsoever, while in the classroom or on the centre's grounds;</li> <li>▪ to possess, to consume in an inappropriate or abusive way, to distribute, to manufacture, to offer, to sell or to exchange a medicine, in any form whatsoever, while in the classroom or on the centre's grounds.</li> </ul> </li> <li>• The student for whom the centre has reasonable grounds to believe he is under the influence of alcohol, drugs or improper use of medication will be immediately removed from class and may be subject to a screening test.</li> </ul>
<p>Possession of weapons</p>	<ul style="list-style-type: none"> <li>• The possession of any object that can be considered as a weapon is strictly prohibited on the grounds of the centre.</li> </ul>
<p>Violence / intimidation</p>	<ul style="list-style-type: none"> <li>• No act of verbal, written or physical violence, psychological or sexual harassment, racial or social exclusion will be tolerated.</li> </ul>
<p>Theft / vandalism</p>	<ul style="list-style-type: none"> <li>• The student must respect the tools and equipment made available to him/her, in order not to alter any property belonging to the centre. Stickers and graffiti are strictly forbidden on toolboxes or materials loaned by the centre.</li> <li>• Theft or borrowing of equipment, tools or other property belonging to the centre is prohibited.</li> </ul>
<p>Plagiarism</p>	<ul style="list-style-type: none"> <li>• Plagiarism during exams or school work is strictly forbidden and will lead to academic failure (Ref. <i>Normes et modalités en évaluation des apprentissages</i>, CSSMI).</li> <li>• Circulation of sanction evaluation material is strictly prohibited.</li> </ul>

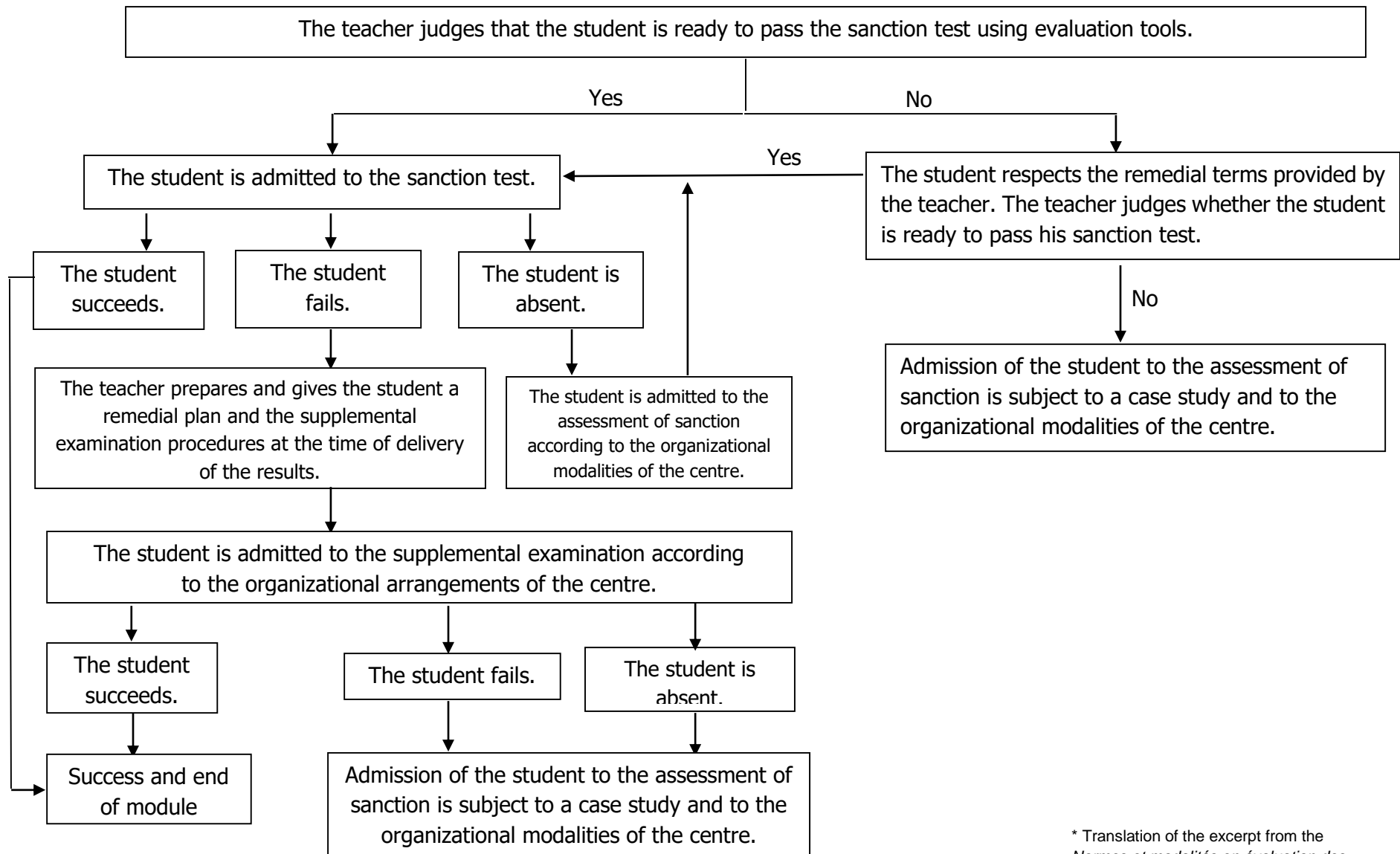
## MANAGEMENT PROCESS FOR NON-COMPLIANCE WITH THE RULES

*Although the four steps of intervention are usually followed, non-compliance with a clause of the Standards of behaviour for students could lead to various disciplinary measures, including expulsion from the centre. In addition, some situations could initiate a step without having followed the previous ones.*

Intervention stage 1
<ul style="list-style-type: none"> <li>• The process is initiated according to the professional judgment of the teacher.</li> <li>• Verbal reminder by the teacher.</li> </ul>
Intervention stage 2 *
<ul style="list-style-type: none"> <li>• Teacher/student meeting.</li> <li>• Written report signed by the teacher and the student.</li> </ul>
Intervention stage 3 *
<ul style="list-style-type: none"> <li>• Meeting with the tutor and teacher and, if necessary, a specialized resource.</li> <li>• Commitment/action plan signed by the teacher and the student.</li> <li>• A member of the school administration is informed.</li> </ul>
Intervention stage 4
<ul style="list-style-type: none"> <li>• Meeting between a member of the school administration, the student and the tutor.</li> <li>• Depending on the case:             <ul style="list-style-type: none"> <li>▪ contract with short-term objectives imposed by the school administration;</li> <li>▪ suspension of training for a period to be determined;</li> <li>▪ recommendation to the CSSMI general management for expulsion from the centre;</li> <li>▪ notify police authorities.</li> </ul> </li> </ul>

*\* Additional work may be requested by the teacher.*

## PROCESS FOR THE PASSING OF SANCTION TESTS \*



\* Translation of the excerpt from the Normes et modalités en évaluation des apprentissages 2017-2018, CSSMI.