

## CODE OF CONDUCT FOR STUDENTS – 2022-2023

CATEGORY	RULES
	<p>The Construc-Plus Vocational Centre has put in place a code of conduct similar to the 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.</p>
Display	<ul style="list-style-type: none"> <li>All displays in the Centre must be authorized by the management beforehand.</li> </ul>
Attendance	<p>Considering:</p> <ul style="list-style-type: none"> <li>the recognition by the <i>Commission de la Construction du Québec</i> (CCQ) of the hours of training;</li> <li>the importance of developing the student's employability through the development of professional attitudes;</li> <li>the importance of the participation of all students in group projects;</li> </ul> <p><b>The presence and participation of each student in the activities planned by the teachers are necessary to ensure success.</b></p> <ul style="list-style-type: none"> <li>Absence, justified or not, of activities related to safety rules can lead to the resumption of competence and postponement of training.</li> <li>Sole reasons justified by one of the following justify 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>It is the responsibility of any absentees to inquire about the missed subject and to catch-up to the satisfaction of the teacher.</li> <li>Only the teacher can exempt a student from an educational activity.</li> <li>Lateness and early departure: <b>students must notify their teacher at all times.</b></li> <li>A student absent from a summative test <b>without just cause</b> could be refused a resumption of examination.</li> </ul>
Insurance for students	<ul style="list-style-type: none"> <li>In case of an accident, <b>the student is not insured by CNESST</b> but anyone can get an insurance from any insurer. Exception: during the <b>unpaid</b> end-of-training internship in Welding and Fitting, the student is considered as an employee of the CSSMI and therefore covered by CNESST.</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>

Language and behaviour	<ul style="list-style-type: none"> <li>Students must use appropriate language and respectful behaviour with everyone in the Centre or in any other place where the training activities are carried out under the responsibility of the Centre (Poirier, Lachute, construction site visit).</li> </ul>
Food	<ul style="list-style-type: none"> <li>The atrium is the only place allowed for snacks and meals.</li> <li>No liquid or food is allowed in classrooms and workshops, except for beverages in a <b>watertight</b> container.</li> </ul>
Dress code	<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 Personal Protection Equipment (PPE) (Articles. 2.4.2 and 2.10). The purpose of these rules is to minimize accidents in the workplace.</p> <p>Therefore,</p> <ul style="list-style-type: none"> <li>Top clothing should cover the back, chest, belly and shoulders.</li> <li>Clothing or accessories with a partisan, violent or degrading connotation are not permitted.</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> </ul> </li> <li>CSA certified safety boots must be worn. <ul style="list-style-type: none"> <li>boots must be tied; <i>exclusion for the ASP Construction Business Management.</i></li> </ul> </li> <li>Noise barriers are strongly recommended for certain jobs.</li> <li>Long hair must be tied securely.</li> <li>No object or accessory (jewelry, key, cord, etc.) must hang to represent a danger. <ul style="list-style-type: none"> <li>Some jewelry may be banned when using specific tools.</li> </ul> </li> </ul> <p><u>Departmental particularities</u></p> <ul style="list-style-type: none"> <li><b>Carpentry:</b> safety glasses and helmet, T-shirt and working pants at all times.</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>Plumbing and Heating:</b> safety glasses and helmet, shirt and work pants, T-shirt and working pants at all times.</li> <li><b>Preparing and Finishing Concrete:</b> safety glasses and helmet.</li> <li><b>Welding and Fitting:</b> safety glasses, cotton clothing only.</li> </ul>
Tobacco and electronic cigarette	<ul style="list-style-type: none"> <li>It is forbidden to smoke or vape inside the Centre, on the Centre's grounds or in a vehicle parked on the Center's site. 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>

<p>Information and communications technology (ICT)</p>	<p>The use of personal devices and the CSSMI network must respect the <i>Politique relative à l'utilisation des technologies de l'information du CSSMI (TI-06)</i>.</p> <p>It is <b>prohibited</b> to:</p> <ul style="list-style-type: none"> <li>• use a user code or password other than its own;</li> <li>• use the computer systems of the CSSMI to damage, alter or disturb its computers or systems in any way whatsoever;</li> <li>• display 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>• 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>• share any sanction evaluation material.</li> </ul>
<p>Smartphone or other electronic device</p>	<ul style="list-style-type: none"> <li>• Use of smartphones is permitted but <b>restricted</b> for educational use only.</li> <li>• The use of an audio device, in the classroom or in the workshop, must be authorized by the teacher.</li> <li>• The audio or video recording of an individual is prohibited without prior consent.</li> </ul>
<p>Parking</p>	<ul style="list-style-type: none"> <li>• The permitted speed limit in the parking lot is <b>10 km/h</b> to ensure the safety of students and staff; otherwise the privilege of using the parking lot may be removed.</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>

**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.**

Drugs and alcoholic beverages	<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 if the capacity is impaired by alcohol, drug or other similar substance. Consequently, <b>it is forbidden for any student of the Centre:</b> <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>• A fine motor test may be required by the teacher to confirm the student's ability to work safely. This test can be administered randomly or not.</li> <li>• The student for whom the Centre has reasonable grounds to be believed to be under the influence of alcohol, drugs or improper use of medication will be immediately removed from the activity and will meet with management before returning to class.</li> </ul>
Plagiarism	<ul style="list-style-type: none"> <li>• Plagiarism during exams or school work is strictly forbidden and will lead to <b>academic failure</b> (Ref. <i>Normes et modalités en évaluation des apprentissages</i>, CSSMI).</li> <li>• Spreading out of any sanction evaluation material is strictly prohibited.</li> </ul>
Possession of weapons	<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>
Violence / Bullying	<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> <li>• In the event of an incident, a <b>violence and bullying form</b> is available on the Centre's website.</li> </ul>
Theft / Vandalism	<ul style="list-style-type: none"> <li>• The student must respect the tools and equipment made available by 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. Theft of any individual material or belonging is also prohibited.</li> </ul>

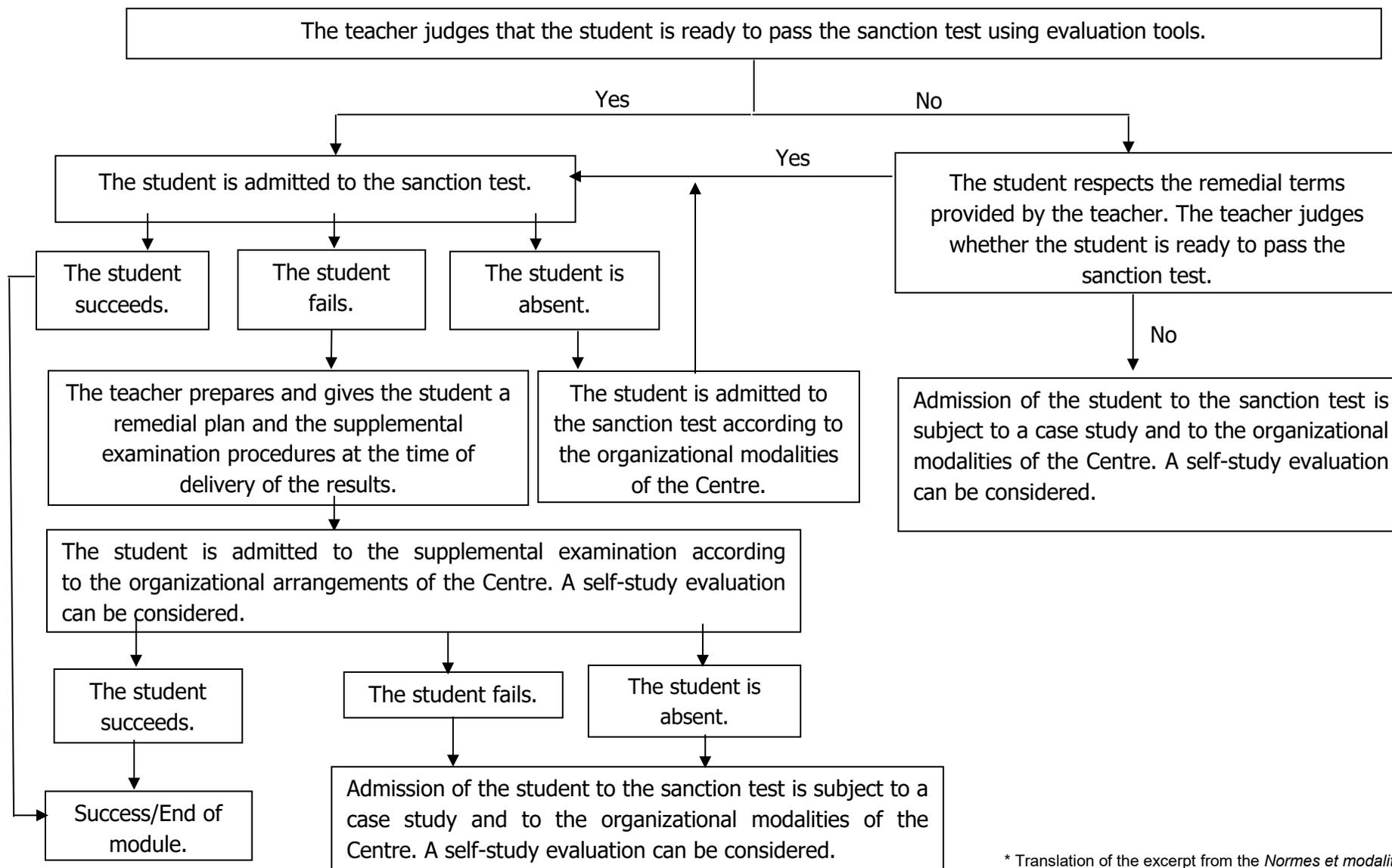
## MANAGEMENT PROCESS FOR NON-COMPLIANCE WITH THE RULES

Although the four steps of intervention are usually followed in order, non-compliance with a clause of the Centre's Code of conduct could lead to various disciplinary measures, including expulsion. Some interventions could start at a higher level depending on the importance of the situation.

Intervention level 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 and a note in Tosca.</li> </ul>
Intervention level 2 *
<ul style="list-style-type: none"> <li>• Teacher/student meeting.</li> <li>• Written report form signed by the teacher and the student.</li> </ul>
Intervention level 3 *
<ul style="list-style-type: none"> <li>• Meeting with the referral teacher and, if necessary, a specialized resource.</li> <li>• Commitment/action plan signed by the teacher and the student. A copy is given to the assistant director.</li> </ul>
Intervention level 4
<ul style="list-style-type: none"> <li>• Meeting between a member of the school administration, the student and the referral teacher.</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>▪ notification to police authorities.</li> </ul> </li> </ul>

*\* Additional work or excuse 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 2021-2022*