

The Montreal aerospace trade school is an environment that values positive attitudes ones that promote learning.

The values of the school are:

- Respect
- Collaboration
- Taste for a job well done
- Commitment

The student is responsible for his training and his degree of personal involvement for his success.

The code of conduct aims to help the student develop a sense of responsibility, punctuality, attendance, commitment, as well as skills related to self-respect, respect for others and respect for the environment. It establishes the laws and procedures in good operation of the school.

Respect for the language

Students are required to speak French during class hours and with staff from school or English for the Aircraft Structural Assembly program.

Students enrolled in English language training will be able to take advantage of a service in English

Identity card / Magnetic card

Students must be able to be identified at all times. This is why an identity card and a magnetic card will be given to each student on the first day of class. There Magnetic card is used to unlock the school access doors. In the event of loss or damage, the identity card and magnetic card must be replaced at the current cost.

It is obligatory to carry your identity card clearly visible. Since access to the school site is restricted, visits from friends or family members of students must be previously authorized by the school management.

Changing room and locker

It is strictly forbidden to undress in the corridors or in the locker area. A changing room are available to students.

The student must place all his personal belongings in the locker assigned to him. There must be affix a padlock loaned by the school.

Before leaving for their internship, the student must empty their locker and put back their padlock.

Parking

Parking is available for students (limited spaces). The price of parking is established according to the duration of use. The parking lot on the north side is entirely reserved for students. At all times, travel is limited to 15 km/hour. Parking spaces must be respected at all times. Any vehicle in violation will be towed at the owner's expense. Any dangerous conduct will be punished and may result in the cancellation of access in the parking lot.

Health and security

The student must comply with the health and safety rules of EMAM and its program of studies.

Personal protective equipment (PPE)

In the workshop, wearing PPE is mandatory at all times. Any person violating this regulation will be refused access to the workshop.

Tool box / Equipment

A toolbox is loaned to the student for the duration of their course. The student must affix the padlock provided by the school, because he is responsible for the safe and its contents. The student is responsible for all tools, materials or volumes borrowed during his or her course training. If a borrowed item is lost, stolen or intentionally damaged, the borrower would have the obligation to repay it in full.

Travel during class hours

To promote the working climate, we ask students to avoid coming and going between classrooms and corridors during class hours.

The student must be authorized by his teacher to travel during class hours.

Health breaks and lunches

Food consumption is strictly limited to the cafeteria. Beverages are allowed only if they are in an airtight container.

The cleanliness of the school and its environment is everyone's business.

Procedure for meeting a member of management

To meet a member of management, the student leaves their name and the reason for the meeting at the reception.

For any subject concerning the group, the class representative may make a request for meeting on behalf of the latter.

Cellular and electronic devices

The use of cell phones and any other devices is prohibited in class and in the workshop. A student who violates this rule will have their device confiscated for the duration of the period course. On the other hand, some teachers may accept the use of cell phones in class educational purposes. Furthermore, the reproduction of the image or voice of a person requires authorization.

Smoking and vaping

The tobacco law prohibits smoking and vaping in workplaces and places public. It is therefore strictly forbidden to smoke inside the building and on the grounds school, in accordance with **the CSSDM Regulations concerning the protection of non-smokers and the Anti-Smoking Act.**

Cannabis, alcohol and other substances

It is prohibited to possess, consume, distribute or sell cannabis, alcohol and other substances (in all its forms) on the grounds or inside the school and during school activities.

A student under the influence of drugs, alcohol or other substances will be refused access to their course.

Violence, discrimination, harassment, intimidation

In order to ensure that students have a healthy school environment in which to develop, any verbal, physical or psychological violence, as well as any form of provocation, harassment, racism and intimidation, and this, even on networks and social media, are prohibited and subject to consequences. All reports will be treated confidentially, in accordance with the CSSDM Policies. Anyone violating this rule will be subject to sanctions.

Theft and vandalism

In order to respect the property of others, any student found in default will be immediately directed to management who will take appropriate measures.

False alarms

For reasons of safety and respect, it is strictly forbidden to trigger false alarms. Exits through emergency doors should only be used in an emergency.

Display

Students who wish to display any information or request must do so only in areas reserved for this purpose and must first obtain authorization from management.

Lost item

Any item found must be reported to reception. The school is not responsible for any lost or stolen personal items.

Assistance measures

- ✓ Meeting with the teacher
- ✓ Verbal warning
- ✓ Written warning
- ✓ Monitored by a school worker (TES, CFS)
- ✓ Meeting with the assistant management

Remedial measures

- ✓ Written agreement with the teacher
- ✓ Written agreement with the assistant management
- ✓ Reimbursement in case of loss or breakage

Punitive measures

- ✓ Contract
- ✓ Meeting with management
- ✓ Suspension of training
- ✓ Stop training

Upon admission to EMAM, the student must become aware of the prevention program applicable to the school and refer to your teacher for information additional or clarification;

He must take the necessary measures to protect his health, his safety, his integrity psychological and physical, and as well as that of others;

Participate in the identification and elimination of accident risks.

Proper use of tools

Before using the tool, the student must have received adequate training on its operation and know the risks related to its use.

When using the tools, the student must ensure that the way they proceed is complies and respects the procedure taught and uses it in a safe and secure place meant for that purpose.

After using the tools, the student must clean their work space and the spaces common in order to avoid any risk to their health and safety and that of others.

In the event of behavior deemed dangerous or inappropriate, the student will be met by a person in authority. This information will be analyzed and recorded in the student's file.

EMAM dress code and uniform

The student must wear the EMAM uniform at all times in class, in the workshop and during internships.

The shirt must be buttoned and worn inside the pants.

The pants must cover the edge of the work shoe.

Hair above the shoulders must be tied back.

The wearing of jewelry is prohibited in the workshop: watch, bracelet, earrings extending beyond the earlobe, chain (with or without pendant), ring, etc.

Wearing any headgear not approved by the CNESST is prohibited in the workshop.

If a teacher, member of management or person in authority assesses that an item of clothing constitutes a risk to the health and safety of a student or that of their colleagues, they will be obliged to meet the student in order to correct the situation and eliminate the risk of accident.

The student, who is enrolled in a program of study, is required to attend. He must have been present throughout the skill, having participated in the activities learning and have passed all the learning support assessments to be eligible for assessment tests for sanction purposes.

Despite their personal obligations, the student undertakes to comply with the schedule of their program, school calendar and attendance rules.

Absences, lateness and early departures of the student (motivated or not) are counted for all of their training and will be subject to measures supervision by the assistant management.

Early departure

The student has the obligation to notify his or her teacher before leaving.

He is responsible for his learning and must therefore take the necessary steps to know and resume missed learning.

Delay

The student who arrives late (motivated or not) must go to reception to get a ticket that he must give to his teacher.

A student who is late for his or her assessment may not be accepted.

If accepted, the time lost by the delay will be deducted from the total expected duration of the assessment for sanction purposes.

During a practical knowledge test, the late student will not be admitted if another student has already left the class.

The assistant management will analyze the file in order to assess whether continuing the training is possible.

Procedure in case of absence

Call reception at 514 596-2376 extension 0, before the start of classes. Mention their name, group number and reason for absence.

Upon returning from the absence, the student must submit supporting documentation if applicable to reception. It is their responsibility to meet with the teacher to discuss a recovery plan if necessary (homework, reading, etc.). Upon returning from a prolonged absence, the student must present supporting documentation (medical, legal, etc.).

The assistant management will analyze the file to assess whether continuation of the training is possible. Submitting a falsified supporting document could lead to termination of training.

After 5 consecutive days of unexcused absence, the training is automatically interrupted.

Procedure in the event of abandonment

Notify reception and the assistant program director.

Comply with the student's departure procedure (returning equipment borrowed from school, checking the toolbox, emptying their locker, etc.).

Reinstatement procedure

It is the student's responsibility to make a request for reinstatement, by email at emam.admission@cssdm.gouv.qc.ca or by telephone 514 596-2376 ext. 2305 and pay the session fees. Following study of the file, the school will contact the student to notify them of the reinstatement date.