

Student Handbook

2025–2026

CENTRE PRINCIPAL
CENTRE VICE PRINCIPAL

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Commission scolaire English-Montréal
English Montreal School Board



Adult Education &
Vocational Services

OUR MISSION STATEMENT

Shadd is committed to providing education in an inclusive environment that fosters critical thinking and life-long learning. Our mission is to offer students the opportunity to master the competencies required in their chosen trade.

We provide a safe, nurturing, and stimulating setting in which students can develop their intellectual, social, ethical, aesthetic, physical, and emotional intelligence. Shadd promotes respect for the individual, embraces diversity, and fosters the development of diverse talents.

OUR NAMESAKE

Shadd Health & Business Centre adopted its name from its initial location at Shadd Academy in 1991. Shadd Academy was named after Mary Ann Shadd Cary, who was born a free black woman in Wilmington, Delaware. An advocate of women's rights and the abolition of slavery, Mary Ann Shadd was the first African-American in North America to edit a weekly newspaper — the *Provincial Freeman*. In 1883, Ms. Shadd was awarded her L.L.Ba from Howard University School of Law. She embarked on her legal career and practised until her death on June 5, 1893. As an educator, abolitionist, editor, attorney, and feminist, she dedicated her life to improving the quality of life for everyone — whatever their gender or nationality.

It is an honour for Shadd Health & Business Centre to continue to carry the name of such a determined advocate who showed, by her example, the importance of pursuing personal goals for the betterment of society.

OPERATING HOURS

OFFICE HOURS

The administrative office on the first floor is open from 8:00 a.m. to 8:15 p.m., Monday to Friday.

PROGRAM HOURS

Daytime programs:	8:30 a.m. – 3:40 p.m.
Evening programs:	6:00 p.m. – 10:15 p.m.

EMERGENCY CLOSING

If the Centre is to be closed for any reason, announcements will be made on radio stations between 6 and 8 a.m. Also, consult the EMSB website (emsb.qc.ca), SHADD Students TEAM site, or EMSB Communications Twitter feed: @EnglishMTL.

CODE OF CONDUCT

ATTENDANCE

Regular attendance is vital to educational success. Students must be prepared to justify any absence, late arrival, or early departure.

After three consecutive days of absence, students **may** be asked to meet with the academic advisor.

Any student who is absent for five or more consecutive days without prior notification and valid justification will meet with administration and may be removed from the program.

Excessive absenteeism or lateness may result in failure of the competency, ineligibility to rewrite the examination, or dismissal from the competency or program.

Students receiving money through the Loans and Bursaries Program or Emploi-Québec should be aware that all absences will be followed up by the relevant agency and could lead to a loss of funding.

DRESS CODE

Students in the health programs are required to wear their uniforms during the laboratory sessions.

All other students are expected to dress appropriately for school.

DRUGS AND ALCOHOL

No student may be in possession of or under the influence of illegal or non-prescribed drugs, alcohol, or marijuana in or on the Centre's 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.

EXAMINATIONS

Absences, lateness, and departures from examinations

- Candidates who are absent without a valid reason will be assigned an AB (absent) on their statement of marks for the corresponding examination and may lose the opportunity to write the exam.
- Candidates who are absent with a valid reason will also be assigned an AB; however, they will be provided with an opportunity to take the exam at a later date.
- Motivated absence: the student will receive an evaluation at a later date, to be determined by the teacher

Authorized reasons for missing an exam:

- Serious illness or accident confirmed by medical report or certificate
- Death of a close relative
- A court summons (presence required in court)
- Other: to be discussed with Administration

No candidate should be admitted to the examination room after the first thirty (30) minutes have elapsed. No student should be permitted to leave the examination room until at least half ($1/2$) of the allotted time has elapsed.

Cheating

Cheating on an examination would include (but is not limited to) the following actions:

- Deliberate use of any unauthorized materials
- Use of sources of information other than those permitted
- Deliberately helping another candidate
- Deliberate acceptance of help from another person

If a student is suspected of cheating during an evaluation, the student will be permitted to complete the evaluation. The teacher will then report the incident to administration. If the administration confirms that cheating occurred, the student will receive a "Fail" (EC) for that specific competency.

If cheating is confirmed, the student is given a fail (EC) verdict for that competency. Administration may then 1) prohibit the student from doing a retake and require him or her to redo the competency or 2) expel the student from the Centre.

Review of Exam Result

A student has the right to request a review of the marking of an examination. The request must be made in writing to the Centre's administration within

30 days of the communication of the result to the student. The Centre's administration will appoint a qualified person who did not participate in determining the first result to review the marking of the examination.

Retake of an Exam

The following rules regarding exam rewrites apply to all programs at the Centre and are intended to ensure fairness and consistency in the evaluation process.

Candidates who fail an examination *may* be authorized to rewrite the examination.

Students who wish to exercise their right to retake an exam must first demonstrate that they have satisfactorily completed the learning objectives they had not yet mastered prior to being permitted to retake the exam. Completion of any required remedial work is mandatory and constitutes a prerequisite for eligibility to rewrite an exam.

The opportunity to retake an exam is a privilege, not an automatic right. The Centre reserves the right to withdraw this privilege in cases where a student has demonstrated insufficient engagement in the course, including, but not limited to: irregular attendance, failure to complete required assignments, or submission of an initial exam that clearly demonstrates a lack of understanding of the course material.

The results of all examinations, including any rewrite, are recorded and communicated to students as either “**succès**” (pass) or “**échec**” (fail). Full credit for the competency is awarded only when a “**succès**” result is achieved. Should the student receive an “**échec**” result following a rewrite, they will be required to re-enrol in the competency and complete it in its entirety before being eligible for further evaluation.

Furthermore, a student who fails the initial examination in **three (3) different competencies** in the same program and/or fails **20% of the total competency hours** will be required to meet with Centre administration and/or an academic counsellor and may be removed from the program.

PARKING

PARKING LOTS ARE FOR SHADD STAFF ONLY. It is forbidden for students to park their vehicles in the parking lots. Students who do so risk having their cars towed.

PROFESSIONALISM

Courtesy, cooperation, and consideration are the keys to a successful and comfortable working and learning environment. We encourage a spirit of mutual respect and responsibility for all persons working and learning at Shadd. It is

expected that all individuals will demonstrate a mature and responsible attitude at all times and work towards creating the best environment possible.

SAFETY, WEAPONS, HARASSMENT AND CYBER ENVIRONMENT

Safety

Every member of the Centre's community has the right to work and learn in a safe physical environment. The Centre does not tolerate any behaviour that jeopardizes the psychological, social or physical well-being of members of its community.

The Centre will actively investigate reports of these violations and take the appropriate disciplinary actions which may require that the student be expelled from the Centre.

Weapons

A weapon is defined as anything that is used with the intent to hurt or frighten someone. Students are not permitted to have weapons in their possession at the Centre.

Any student who is found with a weapon, involved in a violent act, or found to be soliciting others to commit a violent act will be disciplined and may require that the student be expelled from the Centre.

Harassment

Harassment is a violation of human rights. In accordance with EMSB policy HR-16, the Centre is committed to maintaining and promoting a respectful working and learning environment, free from harassment of any kind — including emotional, psychological, physical, or sexual harassment.

Harassment includes any distressing, hostile, or unwanted conduct — whether verbal, physical, or psychological — that affects a person or group's dignity or integrity, and that creates a harmful work or learning environment. A single serious incident that has a lasting negative impact may also constitute harassment.

The Centre will actively investigate any reports of harassment and take appropriate disciplinary actions, which may include expulsion from the Centre.

Cyber Environment and Social Media

Any unacceptable or inappropriate behaviour in cyberspace, including but not limited to cyberbullying, vandalism, hacking, libel, defamation, fraud, identity theft, stalking, or any conduct that seeks to harm or disrupt the mission and vision of the Centre, will not be tolerated.

Violations will be subject to the same disciplinary actions as violations occurring in the physical environment, up to and including expulsion.

EMSB email is intended only for the named recipient(s). Its contents are confidential, and it is illegal to make a copy, disclosing its contents or taking any action based thereon.

The Centre will actively investigate reports of these violations and take the appropriate disciplinary actions which may require that the student be expelled from the Centre.

SMOKING

Our Centre is a vapour- and smoke-free environment. It is strictly forbidden to smoke tobacco or marijuana or use e-cigarettes inside the building, at any of its exits and entrances, or in its parking lots.

For individuals who wish to smoke, the front side of the building, off Centre grounds, is the designated area, 9 metres away from the centre.

CENTRE INFORMATION

SERVICES OF ACADEMIC COUNSELLOR

Educational

- Module/Competency planning leading to graduation, post-DEP education, and employment
- Provide information relating to post-secondary education paths and academic requirements
- Arranging assistance for students experiencing academic difficulties
- Provide information on Quebec's educational system

Career

- Personal exploration of interests, abilities, and the decision-making process as it is related to individual career choices

Individual

- Help with problems arising from difficulties related to class and/or Centre routines and policies
- Providing information to external services and resources for home and/or personal issues outside the classroom

Loans and Bursaries

- Assist students with the application and follow-up

BOOKS

Certain competencies have required textbooks and/or workbooks. A list of all the books required for each program is available at the reception. Books are either sold to students through the book fee paid at registration or lent to students. Books that are lent to students must be returned at the end of the module/competency or at the request of the teacher. A student who loses, damages, or writes in a borrowed book, will pay to replace the book.

Textbooks are required for the module/competency and students must have them to attend the class. Manuals or textbooks are not to be photocopied.

BULLETIN BOARDS AND POSTINGS

Notices about activities going on at the Centre may be posted in designated areas. These must be approved by administration prior to posting. Commercial or obscene material will not be approved. Wherever possible, notices should be affixed to bulletin boards using thumbtacks. At no time should adhesive tape be used on painted or wood surfaces. Unauthorized or out-of-date material will be removed.

CHANGE OF ADDRESS

It is the student's responsibility to immediately inform the office of any changes to contact information (address, telephone numbers). Up-to-date student files enable the administrative staff to reach a student easily when necessary. For example, the Centre mails tax slips directly to students' home addresses.

ISSUANCE OF DIPLOMAS

The Ministère de l'Éducation is responsible for issuing diplomas. Transcripts of marks and attestations of equivalencies are issued by the Direction de la sanction des études.

LOCKERS

- A locker is assigned to each student at the beginning of his or her program.
- The Centre is not responsible for any lost or stolen items.
- At the end of the school year and upon completion of his or her studies, the student must empty the locker.
- All jackets, boots, knapsacks, bags, and other items not required for the competency must be stored in the student's locker.

LOANS AND BURSARIES

All full-time students are eligible to apply for financial assistance in the form of a loan or bursary. All newly registered students can receive an overview of the Loans and Bursaries Program from the academic counsellor(s).

REFUND POLICY

Board policy states that a refund will be given only if a course is cancelled by the Centre. A student must produce the **original green registration form** for a refund.

SCHOOL FEES

Students must pay all fees on the day they apply and/or register. **Fees may be paid in cash, by debit card (Interac), or by credit card (MasterCard, Visa).**

Students receiving benefits from **Emploi-Québec** must **submit the original EQ** fiche form to complete the registration process. Failure to submit this form could result in the termination of benefits.

STUDENT COUNCIL

The Student Council is the organized voice of the students. Class representatives are either selected or elected by their classmates. The purpose of Student Council is to enable students to have input in all aspects of Centre life.

UNAUTHORIZED PERSONS

For the security of everyone at the Centre, no unauthorized persons are allowed on the premises. All visitors must use the main entrance and go directly to the front office to receive a badge and have their presence approved. Children are not authorized to enter or wait in the Centre.

Anyone who notices an unauthorized person on Centre grounds is expected to notify Shadd staff immediately. Students are to avoid opening a door for anyone not recognized as a student or staff member.

COMPUTER LABORATORY AND CLASSROOM REGULATIONS

- No eating or drinking is permitted in any classroom
- Outside regular class time, students are not allowed in the computer labs or classrooms without the permission of a teacher/administration.
- Computers are to be left on but logged out after class.
- Chairs must be pushed in and computer stations left neat and clean when students leave.
- Under no circumstances should wires, monitors, or other hardware be attached or detached by students.
- The printers are not for personal use.
- Under no circumstances should a student touch the teacher's workstation.

- It is forbidden to make copies of any software, use any unauthorized software, load any software onto the computer, or spread a computer virus. Apart from any legal action that might arise from these acts, Shadd Health & Business Centre reserves the right to apply disciplinary measures to any student involved in such unauthorized actions.

SHADD'S FIRE DRILL AND EVACUATION PROCEDURE

All occupants must immediately evacuate the building whenever the fire alarm sounds, or when instructed to do so by a staff member. Specifically, students must observe the following rule:

- Take personal belongings only and walk calmly when exiting the building.
- Wait quietly outside (no smoking) for the signal to return.

EXITS

Exit 1 (centre front door)	Main office, cafeteria, room A5, staff lounge
Exit 2 (south front)	Rooms 201, 202, 203, 204, 205
Exit 3	Fire escape door
Exit 4 (south back)	Rooms 149, 151, 153, 155
Exit 5 (south back)	Rooms 207, 209, 211
Exit 6 (north back)	Rooms 215, 217, 219, 213, 2A4, 2A5, 2A7
Exit 7 (north back)	Teachers' staff room
Exit 8	Fire escape door
Exit 9 (north front)	Resource centre, rooms 220, 221, 222, 223, 225, 2A3, 2A6

COMMUNITY SUPPORT SERVICES

HEALTH & EMERGENCY SERVICES

EMERGENCY	911
Info Santé	811
Clinic MDCM-GMF	(514) 484-0999
CLSC Benny Farm	(514) 484-7878
Tel Aide	(514) 935-1105
Suicide Crisis Helpline	988
Suicide Action	1-866-277-3553
SOS Violence Conjugal (Domestic Violence)	1-800-363-9010 — 24/7
Alcoholics Anonymous Québec	1-866-544-6322 aa-quebec.org
Narcotics Anonymous Québec	1 855-544-6362 naquebec.org
West Island Crisis Centre	(514) 684-6160
TRACOM Crisis Centre	(514) 483-3033

WOMEN'S SUPPORT GROUPS & SERVICES

Montreal Women's Centre	(514) 842-4780
Women on the Rise	(514) 485-7814
Native's Women Shelter Montreal	(514) 933-4688
Montreal Sexual Assault Centre	1 888-933-9007
Chez Doris	(514) 937-2341
AMAL Women's Centre	(514) 855-0330
YWCA	(514) 866-9941

COMMUNITY & POVERTY PREVENTION ORGANIZATIONS

Sun Youth	(514) 842-6822
Face À Face	(514) 934-4546

NDG Food Depot	(514) 483-4680
Saint Raymond Community Centre	(514) 872-1765

IMMIGRATION SERVICES

ALAC: Alliance and Support for Immigrants	(514) 737-3642
Social Services Centre for Immigrants	(514) 932-2953
Chinese Consulate in Montreal	(514) 419-6748
Bienvenue à NDG	(514) 561-5850

CAREER & LEGAL AID

Legal Advice Information	educaloi.qc.ca
YES Montreal	yesmontreal.ca
Head and Hands	(514) 481-0277
Carrefour Jeunesse Emploi NDG	(514) 482-6665

DRUGS AND REHABILITATION SUPPORT

Clinique Nouveau Départ	1 866-445-9267
SMART Recovery Quebec	(514) 621-2257
Griffith Edwards Centre	(514) 934-8311
Portage Adult Day Centre	1-844-939-0202
Cactus Montreal	(514) 847 0067
Alcoholics Anonymous Québec	1-866-544-6322 aa-quebec.org
Narcotics Anonymous Québec	1 855-544-6362 naquebec.org